

## #105116--Preparing for Electronic Ordering



To code a vendor for electronic ordering, you must be authorized for function 414 (Update Vendor Records). See [Authorized Functions](#) for more information.

You must perform the following steps to use electronic ordering:

- Acquire **Electronic Ordering** from Innovative.
- Have Innovative set up an email interface (for BISAC) or FTS interface (for EDIFACT) between **Electronic Ordering** and the Internet. Your system must have an Internet connection.
- [Contact the vendors](#) for the information you need.
- Determine your library's SAN (Standard Address Number). See the American Library Directory.
- Prepare the vendor records for electronic ordering.

### Foreign Currency Codes for EDIFACT Ordering

If your library will use EDIFACT Ordering to send orders in foreign currencies, you must ensure that each currency code entered in the [Foreign Currency table](#) uses the alphabetical code specified by the ISO 4217 standard. See the [ISO website](#) for further information.

## Contacting the Vendors

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

- Can the vendor receive orders electronically?
- What is the vendor's email address for BISAC electronic ordering? If you will be ordering via EDIFACT, what is the vendor's FTP address, login, and password?
- Does the vendor require its vendor SAN in the order? If so, what is the vendor SAN?
- (BISAC only) Does the vendor read the vendor SAN from field 00, position 64? If not, what field and position does it read the vendor SAN from?
- (BISAC only) If you enter fewer digits than the allotted space will hold, does the vendor require that you enter leading zeros? For example, if you enter 123 for a code that occupies five digits, the vendor may ask you to enter 00123.
- (BISAC only) Which [back order codes](#) does the vendor use?

## Preparing Vendor Records for BISAC Electronic Ordering

[Retrieve the vendor records](#) that will be used with BISAC **Electronic Ordering** and make the following edits:

- CODE 3 = e

Entering e in CODE 3 indicates that the vendor can receive orders electronically in the fixed BISAC format.

- NOTE2 or NOTE3 = \$0064<vendor's SAN>
- NOTE 3 = \$EMAIL<vendor's email address>

**NOTE**

Electronic Ordering requires a minimum of one vendor SAN entry in the [Vendor SAN Table](#). If none of your vendors uses a SAN, enter the ??????? wildcard in the **VEND SAN** field in the Vendor SAN Table. See [Vendor SAN Records](#) for more information.

The following table explains the field and position for other information you may want to enter in the vendor records. This information is then included in the [BISAC records](#).

Field Tag	Position	Use	Maximum # of characters
00	8-14	Library SAN	7
00	15-19	Library Suffix	5
00	64-70	Vendor SAN	7
10	21-27	Library SAN	7
10	28-32	Library Suffix	5
10	33-39	Vendor SAN	7
10	57	<a href="#">Back-order code</a>	1

You must preface each entry with the following information:

- the dollar sign (\$) symbol
- the field tag and position numbers
- the equal (=) symbol

For example, preface your library's SAN \$0008= or \$1021=.

You can put multiple entries in one NOTE field, and you can append data to the vendor's email address in NOTE 3. For example, you could enter the following to specify the vendor's designated orders email address and your library's SAN:

\$EMAILorders@vendorx.com\$0008=<Library SAN>

The NOTE2 and NOTE3 fields can each store a maximum of 99 characters.

Each field is used only for certain types of data. Positions within each field can contain only a single type of data. For example, the 00 field can be used for library SAN, vendor SAN, and library suffix data. The positions 15, 16, 17, 18, and 19 within the 00 field can contain only library suffix data.

If you enter more than the maximum number of characters, the system will assign the overflow to the next position in the BISAC order. For example, if you enter eight digits for the library SAN, which has a maximum value of seven digits, the system will assign seven digits to the library SAN and one to the library suffix.

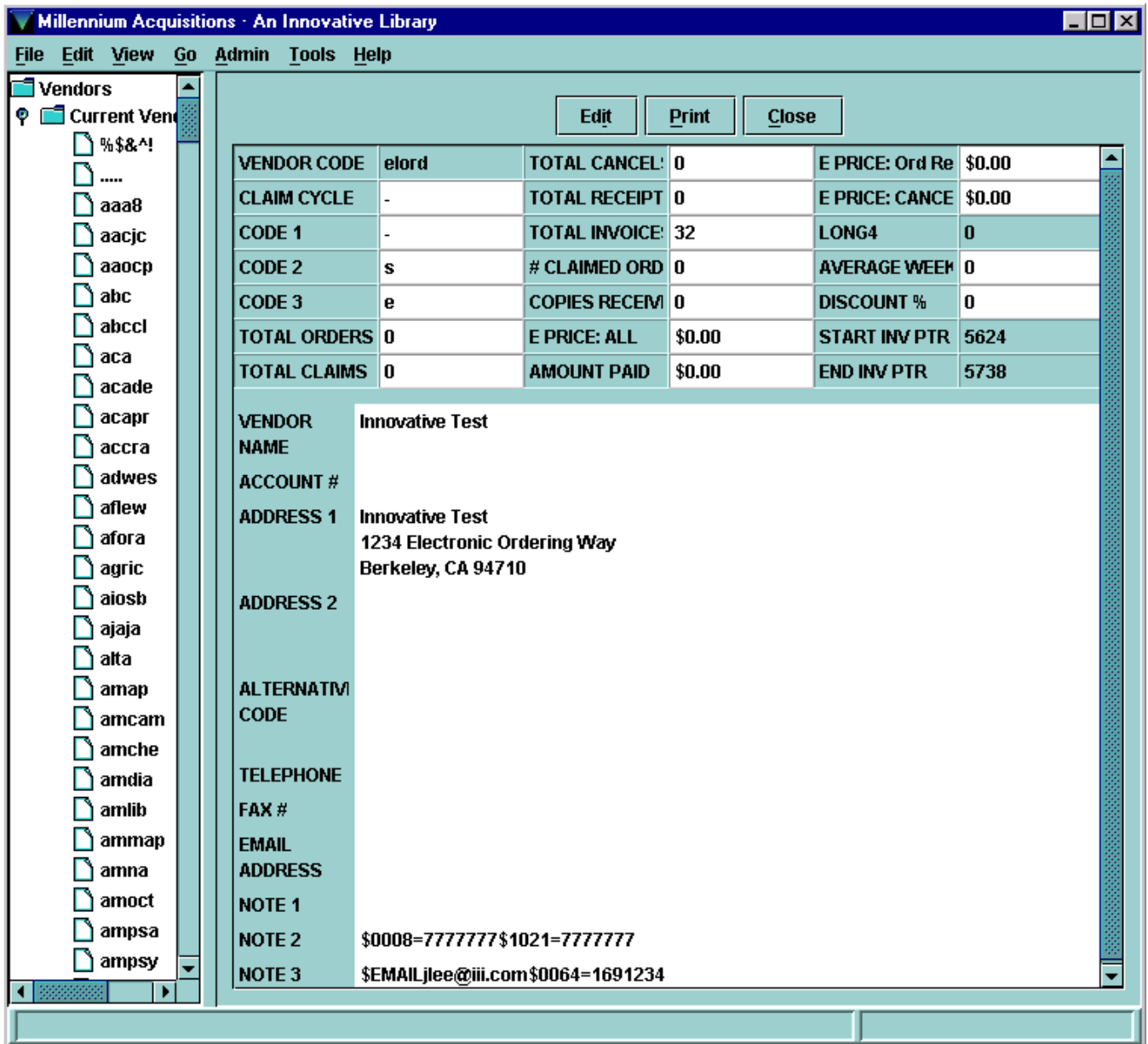
The back-order code has five defined values in the BISAC format. Confirm these settings with your vendor before using the back-order code.

**Tag Value**

N	Do not put items on back order
Y	Put items that are out of stock or not yet published on back order
B	Put items that are not yet published on back order
O	Put items that are out of stock on back order
blank	No code set

Coding the vendor record for electronic ordering automatically moves any existing queued orders for that vendor from the file of orders to print, to the file of orders to send.

The following screen shows an example of a vendor record for a vendor who can receive BISAC orders via the Internet.



CODE3 has been set to e and NOTE3 to the vendor's designated orders email address: \$EMAILorders@vendorx.com Note that this address (i.e., the vendor's designated orders email address) must begin with the Innovative \$EMAIL prefix.