

# # 105116--Preparing Vendor Records for EDIFACT Electronic Ordering

[Retrieve the vendor records](#) that will be used with EDIFACT Electronic Ordering and make the following changes.

1. Enter d in the CODE 3 field. The value **d** indicates that the vendor can receive orders electronically in the EDIFACT format.
2. Enter \$VENDSAN=<vendor's SAN> in the NOTE 3 field, where <vendor's SAN> is the vendor SAN number from the [Vendor SAN Table](#).

## 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.

- 3.
4. Enter one of the following values in the GIR CODE field to specify which information is included in the GIR segment of the order.

Value	Data Sent	Comments
0	no GIR	(default)
1	GIR, no address	Used to send location and fund details for each copy in a multi-copy order
2	GIR with address	Used to send multiple SEND-TO addresses if the library wants to receive copies from a single order at multiple locations.
3	GIR with call number, no address	Used to send the call number to facilitate ordering materials that are shelf-ready upon receipt.
4	GIR with call number and address	Used to send both the call number and multiple SEND-TO addresses.

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

1. Enter code 'd' for EDIFACT ordering

4. Enter GIR value

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CLAIMCYCLE		RECEIPTS	0	EPRICE CNCL	\$0.00
VCODE1		INVOICES	0	AVG WEEKS	0
VCODE2		ORD CLMD	0	DISCOUNT	0
VCODE3	d	CPY RCVD	0	VENDOR MSG	
ORDERS	0	ORD TOT	\$0.00	LANGUAGE	
CLAIMS	0	INV TOT	\$0.00	GIR CODE	0
CANCELS	0	EPRICE RCVD	\$0.00		

**VENCODE** edifa  
**VENAME** Edifact Vendor  
**ACCTNUM** 987654321  
**ADDRESS1**

Name of Vendor	Edifact Vendor
Street	123 Main St.
Street2	
City/State/Zip	Emeryville, CA 94608

**PHONE NUM** 510-555-5555  
**NOTE3** \$VENDSAN=8765432

2. Enter \$VENDSAN=(vendor's SAN #) This same number goes in the Vendor SAN Table