

Steps followed by Tulsa City County Library Technical Services to set up EDIFACT ORDERING.

1. Contacted Innovative to purchase FTS interface for EDIFACT
2. Innovative contacted us that the interface was set up.
3. Identified major vendors that we were currently ordering via BISAC.
 - a. Baker & Taylor
 - b. BWI
 - c. Brodart
 - d. Midwest Library Services
 - e. Book House
4. Started with vendor we felt most comfortable working out the details. Contacted vendor with the questions listed in the manual to collect information we needed.
5. Selected a time when our clerks were not ordering to add the information to the Vendor Records and Vendor SAN Files.
6. Contacted Vendor again to tell them we were prepared to send a test file to them. (Some vendors need a little time to change from receiving by BISAC to EDIFACT)
7. Created orders for the test file, queued orders and followed the manual on Sending EDIFACT orders.
8. Continued talk with vendor to verify test passed.
9. Repeated steps 4-8 until we had all our vendors on EDIFACT.