Suppliers requiring use of their web form

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Learn how to update the supplier record in Relais ILL.
When a library/supplier requires requests to be submitted via their web form, update the supplier record with

1. Request Format = **Relais**
2. Request Method = **Web Form**
3. Supplier Web Page = Enter the **supplier’s web address** (new for V2014).
4. Web Page Source = Enter the **source of the URL** (optional). This field could also be used to enter login information (new for V2014).
When a supplier with Request Method = Web Form is next in the routing list, the request goes to Review Queue - Web Entry.

1. Open the request in the Review Queue.
2. Click **Supplier Web Page** to open the supplier's web page (using the URL entered in Supplier Web Page).
3. Copy and paste the information from the request to the supplier's form.
4. Click **Submit**.

When the item is supplied or a response received

1. Open the request in Query.
2. Update the request as appropriate.