Send your vendor EDIFACT order information

Discover how to notify a vendor of your order by sending them an EDIFACT order message using email or secure FTP in WorldShare Acquisitions.

Overview

When placing an order in WorldShare Acquisitions, you can notify the vendor of your order by sending them an EDIFACT order message using secure FTP (SFTP or FTPS) or email.

- Vendors prefer to receive EDIFACT orders via secure FTP as it can decrease order processing times.
- EDIFACT orders received via email will have the content in the body of the email and as an attachment.

You must follow the instructions below before using either EDIFACT order messaging method. You have to:

- Configure settings for every vendor you plan on notifying.
- Access to OCLC Service Configuration in order to configure EDIFACT order messages using email. For information on creating an account, see Signing In.

Note: Most vendors require that you include the following information when you place an order: ISBN or ISSN for all order items and an Account Number.

EDIFACT order data

The following information will be included in the order data file you send to the vendor.

EDIFACT order data - Table

<table>
<thead>
<tr>
<th>EDIFACT ELEMENT</th>
<th>SEGMENT</th>
<th>EDIFACT ELEMENT DEFINITION</th>
<th>HOW WMS SETS THIS VALUE</th>
<th>EXAMPLE SEGMENT</th>
<th>EXAMPLE VALUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNB Library Identifier</td>
<td>UNB</td>
<td>First of two identifiers in UNB segment. Identifies the library sending the order message.</td>
<td>An identifier for the library sending the order message. Can be configured by the library to use the: • SAN: Uses qualifier 31B</td>
<td>Library SAN: UNB+UNOC:3+Library SAN:31B+Vendor GLN:14+Vendor GLN:14+200623:0700+{Unique Interchange ID}'</td>
<td>UNB+UNOC:3+{UNB Library Identifier}:{Library Qualifier}+Vendor Library GLN: SAN:31B+200623:0700+{Unique Interchange ID}'</td>
</tr>
<tr>
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</tr>
<tr>
<td>UNB Vendor Identifier</td>
<td>UNB</td>
<td>Second of two identifiers in UNB segment. Identifies the vendor recipient of the order message.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• GLN: Uses qualifier 14</td>
<td>Vendor SAN: UNB+UNOC:3+LibrarySAN:31B+2006230700+20200623070000'</td>
<td>etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• ISIL: Uses qualifier 92</td>
<td>Vendor GLN: UNB+UNOC:3+LibraryGLN:14+</td>
<td>etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• WorldCat Registry ID: Uses qualifier 92</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Vendor Supplied Identifier: Uses qualifier 91</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Library Supplied Identifier: Uses qualifier 91</td>
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</tr>
<tr>
<td>Unique Interchange ID</td>
<td>UNB</td>
<td>Identifier for the message itself in the UNB segment.</td>
<td>Unique identifier assigned to each interchange by the system.</td>
<td>UNB+UNOC:3+LibrarySAN:31B+VendorSAN:31B+200623:0700+ Interchange ID</td>
<td>UNB+UNOC:3+LibrarySAN:31B+VendorSAN:31B+200623:0700+ Interchange ID</td>
</tr>
<tr>
<td>Unique Message ID</td>
<td>UNH</td>
<td>Identifier for the message itself in the UNH segment.</td>
<td>Unique identifier assigned to each message by the system.</td>
<td>UNH+(Unique Message ID)+ORDERS:D:96A:UN:EAN008'</td>
<td>UNH+20200623070000+ORDERS:D:96A:UN:EAN008'</td>
</tr>
<tr>
<td>Type of Order</td>
<td>BGM</td>
<td>Identifies the type of order that is being sent, including whether the order is a</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>• Rush order</td>
<td>Rush Order: BGM+22E+PO-2020-1+9'</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Continuation order</td>
<td>Continuation Order: BGM+224+PO-2020-1+9'</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If all items on the order are Subscriptions, WMS will use value 224 (Continuation Order)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If both conditions above apply, WMS will use 224 (Continuation Order)</td>
<td>Rush Order: BGM+22E+PO-2020-1+9'</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the Shipping Type is “Express” or “Next Day”, WMS will use value 22E (Rush Order)</td>
<td>Continuation Order: BGM+224+PO-2020-1+9'</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If all items on the order are Subscriptions, WMS will use value 224 (Continuation Order)</td>
<td>Rush Order: BGM+22E+PO-2020-1+9'</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If both conditions above apply, WMS will use 224 (Continuation Order)</td>
<td>Continuation Order: BGM+224+PO-2020-1+9'</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Library Supplied Identifier: Uses qualifier 91
<table>
<thead>
<tr>
<th>Order Number</th>
<th>BGM</th>
<th>Identifier for the order itself in the BGM segment.</th>
<th>Unique identifier for the order being sent by WMS.</th>
<th>BGM+220+{WMS OrderNumber}+9'</th>
<th>BGM+220+PO-2020-1+9'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Order or Re-transmission</td>
<td>BGM</td>
<td>Identifies whether order is the original order message sent or a retransmission of a previous message.</td>
<td>If the order is the original order, WMS will use value 9. If the order is a retransmission of a previous order, WMS will use value 7.</td>
<td>BGM+220+PO-2020-1+{Resend Indicator}</td>
<td>Original Order: BGM+220+PO-2020-1+9' Re-transmission: BGM+220+PO-2020-1+7'</td>
</tr>
<tr>
<td>Date of Order</td>
<td>DTM</td>
<td>Identifies the date of the order.</td>
<td>Current date the order was sent.</td>
<td>DTM+137:{YYYYMMDD}:102</td>
<td>20200623:102'</td>
</tr>
<tr>
<td>NAD Library Identifier</td>
<td>NAD</td>
<td>First of two NAD segment identifiers. Identifies the library sending the order message.</td>
<td>An identifier for the library sending the order message. Can be configured by the library to use the: • SAN: Uses qualifier 31B • GLN: Uses qualifier 14 • ISIL: Uses qualifier 92 • WorldCat Registry ID: Uses qualifier 92 • Vendor Supplied Identifier: Uses qualifier 91 • Library</td>
<td>NAD+BY+{NAD Library Identifier}::{Library Qualifier}</td>
<td>SAN: NAD+BY+LibrarySAN::31B GLN: NAD+BY+LibraryGLN::14 etc.</td>
</tr>
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</tr>
<tr>
<td>NAD Vendor Identifier</td>
<td>NAD</td>
<td>(Specifically NAD+SU)</td>
<td>Second of two NAD segment identifiers. Identifies the vendor recipient of the order message.</td>
<td>Supplied Identifier: Uses qualifier 91</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td>RFF</td>
<td>(Specifically RFF+API)</td>
<td>Identifies the account number to be used for the order.</td>
<td>Account number configured and selected by the user for the order.</td>
<td>RFF+API: {Account Number}</td>
</tr>
<tr>
<td>Currency Code</td>
<td>CUX</td>
<td></td>
<td>Identifies the currency used</td>
<td>The ISO code identifying the currency.</td>
<td>CUX+2: {Currency Code}</td>
</tr>
<tr>
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</tr>
<tr>
<td>Line Number</td>
<td>LIN</td>
<td>Identifies the individual line item on an order.</td>
<td>Sequential number identifying the line item on the order.</td>
<td>LIN+{Line Number}++1234567890123:EN</td>
<td>LIN+1++1234567890123:EN</td>
</tr>
<tr>
<td>Book or Serial Identifier (ISBN or ISSN)</td>
<td>LIN PIA</td>
<td>Contains the book (ISBN) or serial (ISSN) identifier for the item being ordered.</td>
<td>Preferred ISBN or ISSN selected by the user in WMS.</td>
<td>Preferred ISBN or ISSN selected by the user in WMS.</td>
<td>Preferred ISBN or ISSN selected by the user in WMS.</td>
</tr>
<tr>
<td>Resource Information</td>
<td>IMD</td>
<td>Identifies information about the resource being ordered, including:</td>
<td>Resource information retrieved from WorldCat, including:</td>
<td>Resource information retrieved from WorldCat, including:</td>
<td>Resource information retrieved from WorldCat, including:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Title</td>
<td>• Title</td>
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<td>• Author</td>
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<td>• Date of Publication</td>
<td>• Date of Publication</td>
<td>• Date of Publication</td>
<td>• Date of Publication</td>
</tr>
<tr>
<td>Quantity</td>
<td>QTY</td>
<td>Identifies the Quantity as</td>
<td>QTY+21:{Quantity}</td>
<td>QTY+21:{Quantity}</td>
<td>QTY+21:1'</td>
</tr>
<tr>
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</tr>
<tr>
<td>Branch</td>
<td>GIR</td>
<td>Identifies the branch where the item when received will be located.</td>
<td>Identifier from the WorldCat Registry of Branch selected as the home location of this item.</td>
<td>GIR+L01+1:LQT+(Branch ID):LLO+MAIN-STACKS:LSQ+BKS,100:LFN'</td>
<td>GIR+L01+1:LQT+{Branch ID}:LLO+MAIN-STACKS:LSQ+BKS,100:LFN'</td>
</tr>
<tr>
<td>Shelving Location</td>
<td>GIR</td>
<td>Identifies the shelving location where the item when received will be located.</td>
<td>Identifier configured by the library and selected on the order to indicate the specific shelving location of this item as its home branch.</td>
<td>GIR+L01+1:LQT+12345:LLO+{Shelving Location}:LSQ+BKS,100:LFN'</td>
<td>GIR+L01+1:LQT+12345:LLO+STACKS:LSQ+BKS,100:LFN'</td>
</tr>
<tr>
<td>Fund Code</td>
<td>GIR</td>
<td>Identifies the fund where the item will be charged in the library’s budget.</td>
<td>Code for the fund to be used when encumbering money for the item on the library’s budget.</td>
<td>GIR+L01+1:LQT+12345:LLO+MAIN-STACKS:LSQ+{Fund Code},100:LFN'</td>
<td>GIR+L01+1:LQT+12345:LLO+MAIN-STACKS:LSQ+BKS,100:LFN'</td>
</tr>
<tr>
<td>Note for Vendor</td>
<td>FTX</td>
<td>Note for the vendor processing the order.</td>
<td>Note entered by the user and specified to be for the vendor. Can have multiple values.</td>
<td>FTX+LIN+++{Vendor Note 1}'</td>
<td>FTX+LIN+++{Vendor Note 2}' FTX+LIN+++{Vendor Note 3}'</td>
</tr>
<tr>
<td>Pricing</td>
<td>PRI</td>
<td>Pricing of various types provided for the lin</td>
<td>Price calculated in different ways based on the values entered by the user in</td>
<td>PRI+AAA:{UnitPrice - Discount Amount + Service Charges + PRI+AAA:30.97:CA' PRI+AAB:29.99:CA'</td>
<td>PRI+AAA:30.97:CA' PRI+AAB:29.99:CA'</td>
</tr>
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</tr>
<tr>
<td>Line Item Identifier</td>
<td>RFF (Specifically RFF+LI)</td>
<td>Line item identifier provided by the library management system.</td>
<td>Unique system-generated identifier for the order item in WMS.</td>
<td>RFF+LI: <code>{Order Item Number}</code></td>
<td>RFF+LI: <code>PO-2020-1-1</code></td>
</tr>
<tr>
<td>Fund Code</td>
<td>RFF (Specifically RFF+BFN)</td>
<td>Identifies the fund where the item will be charged in the library’s budget.</td>
<td>Code for the fund to be used when encumbering money for the item on the library's budget.</td>
<td>RFF+BFN: <code>{Fund Code}</code></td>
<td>RFF+BFN: <code>BKS</code></td>
</tr>
<tr>
<td>Number of line items</td>
<td>CNT</td>
<td>Count of the line items on</td>
<td>Count of the line items on</td>
<td>CNT+2: <code>{Number of Line Items}</code></td>
<td>CNT+2: <code>5</code></td>
</tr>
</tbody>
</table>

WMS:
- Price of type AAA: UnitPrice - Discount Amount + Service Charges + Shipping
- Price of type AAB: Unit Price
- Price of type AAE: UnitPrice + Tax Amount
- Price of type AAF: UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

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PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

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PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

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PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

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PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'

Shipping):CA'
PRI+AAB:{UnitPrice}:CA'
PRI+AAE:{UnitPrice + Tax Amount}:CA'
PRI+AAF:{UnitPrice - Discount Amount + Tax Amount + Service Charges + Shipping}:CA'
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</thead>
<tbody>
<tr>
<td>Number of segments</td>
<td>UNT</td>
<td>Number of segments in the order message.</td>
<td>N/A</td>
<td>UNT+{Number of Segments}+20200623070000'</td>
<td>UNT+23+20200623070000'</td>
</tr>
<tr>
<td>Unique Message ID</td>
<td>UNT</td>
<td>Repeat of unique message ID in UNH segment.</td>
<td>Unique identifier assigned to each message by the system.</td>
<td>UNT+23+{Unique Message ID}+20200623070000'</td>
<td>UNT+23+20200623070000'</td>
</tr>
<tr>
<td>Number of Messages</td>
<td>UNZ</td>
<td>Number of messages in file.</td>
<td>N/A</td>
<td>UNZ+{Number of Messages}+20200623070000'</td>
<td>UNZ+1+20200623070000'</td>
</tr>
<tr>
<td>Unique Interchange ID</td>
<td>UNZ</td>
<td>Repeat of unique interchange ID in the UNB segment.</td>
<td>Unique identifier assigned to each interchange by the system.</td>
<td>UNZ+1+{Unique Interchange ID}+20200623070000'</td>
<td>UNZ+1+20200623070000'</td>
</tr>
</tbody>
</table>

### Sample message

Note:

- Uses the SAN for the vendor identifiers and a library-supplied identifier for the library identifiers
- Bolded portions are specified in table above

UNA:+.?'
UNB+UNOC:3+1234:92+1234567:31B+200623:1546+20200623154616'
UNH+20200623154616+ORDERS:D:96A:UN:EAN008'
BGM+220+PO-2017-3478+9'
DTM+137:20200623:102'
RFF+API:03487239847'
NAD+BY:+1234::92'
NAD+SU+1234567::31B'
CUX+2:USD:9'
LIN+1++9780817317140:EN'
Step 1: Contact your vendor

Before you begin configuration, you must contact the vendor in order to determine the correct EDIFACT notification settings:

• The vendor will provide what to put in the UNB Vendor Identifier and NAD Vendor Identifier fields.
• The vendor may also have recommendations for how your library should identify itself in the UNB Library Identifier and NAD Library Identifier fields. The vendor may require certain identifier types to be used, or they may provide you with the options they support.
• For secure FTP order messages, ask the vendor for their secure FTP information for dropping off order messages.
• For email order messages, ask the vendor which email contact the message should be sent to.

https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Order/Send_your_vendor_EDIFACT_order_in…
Printed: Sat, 19 Mar 2022 17:32:44 GMT
• It is your library's responsibility to have a conversation with the vendor about your library identifier. If you hit a roadblock in the process, contact OCLC Support.

Step 2: Configure your vendor

The following workflow applies to sending order messages via both email and secure FTP. Steps that only apply to one order delivery method are identified.

1. On the left navigation, click Vendors.
2. Search for the vendor you want to configure for the EDIFACT email method.
3. From the vendor search results, click the Vendor Name.
4. (Secure FTP messages only) In the vendor record, click the Links & Logins accordion.
   a. Click Add New Link.
   b. Complete the following fields for the secure FTP link.
      • Link Name - Enter a descriptive name for the link (e.g., FTP account for EDIFACT orders).
      • URL - Enter the URL of your vendor's FTP site. The URL must start with sftp:// or ftps://.
      • Type - Select SFTP or FTPS from the drop-down list.
      • User ID - Enter the username provided by the vendor for the secure FTP account.
      • Password - Enter the password provided by the vendor for the secure FTP account.
      • Directory - Enter the directory or folder where EDIFACT orders should go.
         ▪ Top-level folders do not require a beginning slash (e.g. orders not /orders).
         ▪ Sub-folders require a slash (e.g., incoming/order).
   c. Click Save.
5. In the vendor record, click the Acquisitions Settings accordion.
   a. In the Specific Notification Settings fields, set the following:
      • For secure FTP order messages:
         1. In the Action list, select Ordering.
         2. In the Delivery Method list, select FTP (EDIFACT).
         3. In the FTP Profile list, select the profile you created in step 1.
      • For email order messages:
         1. In the Action list, select Ordering.
         2. In the Contact list, select your vendor contact who will be receiving the email. You can add contacts in the Vendors section of the vendor record.
         3. In the Delivery Method list, select E-Mail (EDIFACT).
         4. Click Save.
   b. In the Edifact Notification Settings fields, use the lists to select the type of identifiers provided to you by your vendor. You must select a value for all four fields:
1. Depending on what you select for UNB Vendor Identifier and NAD Vendor Identifier, your next steps will vary.

<table>
<thead>
<tr>
<th>IDENTIFIER TYPE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAN</td>
<td>1. Click the <strong>Identifiers</strong> accordion.</td>
</tr>
<tr>
<td></td>
<td>2. In the SAN field, enter the <strong>vendor identifier</strong>.</td>
</tr>
<tr>
<td>GLN or ISIL</td>
<td>1. Click the <strong>Identifiers</strong> accordion.</td>
</tr>
<tr>
<td></td>
<td>2. In the Additional Identifiers Type list, select <strong>GLN Global Number</strong> or <strong>ISIL International Standard for Libraries</strong>.</td>
</tr>
<tr>
<td></td>
<td>3. In the Value field, enter the <strong>vendor identifier</strong>.</td>
</tr>
<tr>
<td>Local Vendor ID</td>
<td>The Local Vendor Number is assigned by the system. To view your vendor number, click the <strong>Local Identifiers</strong> accordion.</td>
</tr>
<tr>
<td>Vendor-supplied ID or Library-supplied ID</td>
<td>Enter the <strong>identifier</strong> in the text field that appears on the right.</td>
</tr>
</tbody>
</table>

2. Depending on what you select for UNB Library Identifier and NAD Library Identifier, your next steps will vary.

<table>
<thead>
<tr>
<th>IDENTIFIER TYPE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>SAN, GLN, or ISIL</td>
<td>See <strong>Step 3: Add library identifiers in OCLC Service Configuration</strong>.</td>
</tr>
<tr>
<td>WorldCat Registry ID</td>
<td>The WorldCat Registry ID is an identifier in the form of a running number which is assigned to all libraries and other cultural institutions within the WorldCat Registry. To view your WorldCat Registry ID, log into OCLC Service Configuration, and click <strong>WorldCat Registry &gt; Identifiers</strong>.</td>
</tr>
<tr>
<td>Vendor-supplied ID or Library-supplied ID</td>
<td>Enter the <strong>identifier</strong> in the text field that appears on the right.</td>
</tr>
</tbody>
</table>

6. Click **Save**.

7. If you selected SAN, GLIN, or ISIL for your UNB Library Identifier or NAD Library Identifier, continue to the next step to configure your library identifier. Otherwise you can begin using the EDIFACT email method (see **Step 4**).
Step 3: Add library identifiers in OCLC Service Configuration

If your UNB Library Identifier or NAD Library Identifier is a SAN, GLN, or ISIL, you must configure your library identification in OCLC Service Configuration.

1. Sign in to Service Configuration.
2. On the left navigation, click WorldCat Registry > Identifiers.
3. Select your Identifier Type from the list.
4. Enter your Identifier in the text field.
5. Click Add.
6. Click Save.
7. You can begin using the EDIFACT email method.

Step 4: Send the order

1. Create your order for the vendor and add line items using your normal method.
2. Select an ISBN or ISSN for each item on the order.
3. Select the appropriate Account Number if the vendor requires an account number.
4. Click Place Order.
5. On the Place Order window, make sure the Notify Vendor about this order check box is selected.
6. On the Notify Vendor about Order window, confirm:
   - (Secure FTP order messages) The delivery method is set to FTP (EDIFACT) and the FTP profile selected is correct.
   - (Email order messages) The delivery method is set to E-mail (EDIFACT) and the vendor contact selected is correct.
7. Click Continue.
8. Click Place & Send Order.