Serials Invoicing with EDI

Flowchart for
Preparation, Testing, and Production

Local EDI Serials Invoicing Work Group meets to set priorities and discuss process
Vendors
Timeline
Procedures

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Serials Acquisitions sends general inquiry to selected vendors
Experience
Willingness
Procedures

PREPARATION

Serials Acquisitions requests from vendors
FTP accounts
SAN information
Initial test invoices

Vendor prepares test invoice
Selects invoice type and size
Processes invoice
Notifies Serials Acquisitions when invoice is ready

Serials Acquisitions downloads invoice to local file and notifies Automation when invoice is ready

TESTING

Vendor responds and changes are negotiated

Automation loads into test database and reviews output

Automation cannot load invoice and shares findings with Serials Acquisitions

Serials Acquisitions sends report to vendor with request for changes for further testing, **OR**, verifies invoicing is ready for production

Automation confirms invoice is loaded and shares findings with Serials Acquisitions

Automation sends questions and/or problems to Ex Libris for resolution

Automation and Serials Acquisitions discuss problems, possible workarounds, and/or solutions

Serials Acquisitions reviews output

```
                    ┌─────────────────────┐
          ──────▶   │  Serials            │
                    │  Acquisitions       │
                    │  requests live      │
                    │  invoice for        │
                    │  production         │
                    └──────────┬──────────┘
                               │
                               ▼
                    ┌─────────────────────┐
                    │  Vendor prepares    │
                    │  invoice and        │
                    │  notification is    │
                    │  sent to Serials    │
                    │  Acquisitions when  │
                    │  ready              │
                    └─────────────────────┘
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Serials Acquisitions requests live invoice for production

Vendor prepares invoice and notification is sent to Serials Acquisitions when ready

Serials Acquisitions downloads invoice to local file and notifies Automation

PRODUCTION

Serials Acquisitions reviews output and updates invoice (see work flow)

Automation prepares and loads invoice into production (or test database first) and notifies Serials Acquisitions