RECOMMENDATIONS

PREPARATION

- Assign staff for team from Systems, Serials and other relevant departments

- Set priorities and goals

- Seek vendors that can be flexible with EDIFACT invoice creation

- Ask your serials vendor questions about their invoices, processes, and EDI

- Get acquainted with EDIFACT standards, maintained by EDItEUR at www.editeur.og

- Get acquainted with current issues and problems with EDI through PRB database

- Add your name to the email discussion group for EDI and ALEPH (ask us how)

TESTING

- Be flexible

- Keep payments staff involved

- Keep notes

❑ Use the new process as a time to reevaluate current practice

TESTING, CONTINUED

❑ Start with a short invoice

❑ Test both credit and debit invoices

❑ Ensure EDI invoice is correctly coded as either the primary (legal document) or secondary invoice

Send timely PRB's to Ex Libris staff and cite specific EDIFACT codes from EDI implementation guides

❑ Don't hesitate to ask your vendor to make changes

❑ Document problems, solutions, and workarounds

❑ Meet with and talk through problems regularly – collaborate

PRODUCTION

❑ Write up new work flows

❑ Define new invoicing processes with vendor

❑ Continue to review invoices

❑ Continue to review work flows