



The State University of New York

Advanced Acquisitions: EDI Invoicing

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EDI Invoicing

- EDI = Electronic Data Interchange
 - Allows for a way to electronically exchange order and invoice information between an institution and vendor
 - EDI Communication in Alma is done via FTP server where the files are kept
 - EDI files can also be manually uploaded into Alma
- Alma uses the UN/EDIFACT standard for electronic communications for EDI order and invoice information
- The vendor EDI account information is stored in the vendor's record in Alma, which allows for EDI orders and/or invoicing
- EDI order and invoice files are linked to the vendor's record and available to view from the "Attachments" tab



EDI Invoicing

- Required information for EDI Communication (should be set up with the vendor prior to integration)
 - Vendor EDI code
 - Vendor EDI type
 - S/FTP connection details
 - EDI code for your institution- at the institution level or at the library level
- EDI communication in Alma uses the PO or PO line numbers as match points when creating EDI invoicing
 - PO or PO Line numbers are the match points for EDI orders or API new orders
 - GOBI EOCR-Plus uses the Gobi Order Key as the match point for EDI invoicing
 - PO Line must contain the GOBI order key to match
 - The PO or PO Line number search is case-insensitive
 - Make sure PO and PO Line numbers at the vendor match the PO and PO Line numbers in Alma
 - Report changes to PO and PO Line numbers to vendors so they can be updated on the vendor side

NOTE: Ask the vendor what match point they use for EDI invoicing



EDI Invoicing – Verified Vendors

Baker & Taylor	Coutts (ingramcontent)
Dawson	EBSCO
Harrossowitz	LM Information Delivery
Midwest Library Service	Prenax
Proquest Ebook Central	Teldan
William S. Hein & Co, Inc.	WT Cox Information Services
YBP	

Note: Any vendor not listed above should be able to use EDI Invoicing if they use the same EDI types as Alma. The above vendors has been tested and verified



Configuring EDI Invoicing

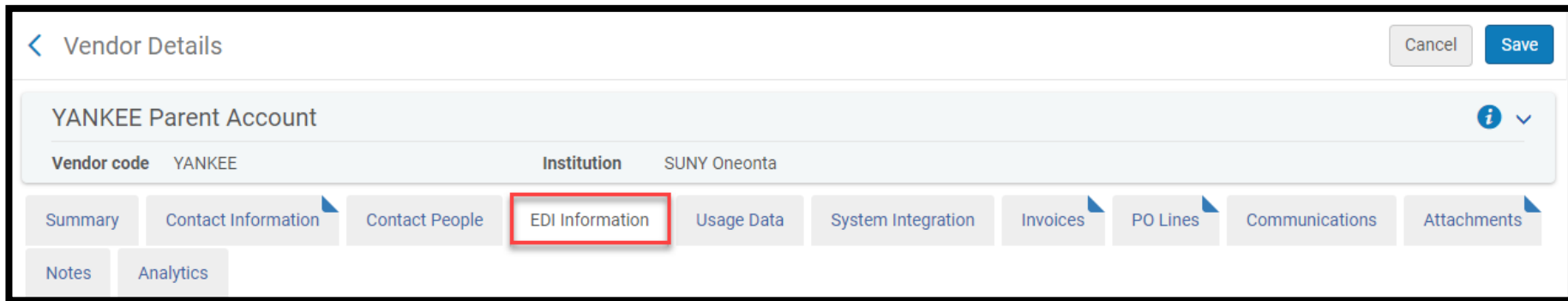
Configuring EDI Invoicing

One of the following roles are required to configure EDIs in Alma:

- Vendor Manager
- Vendor Account Manager

To Configure EDI Invoicing:

1. Go to **Acquisitions>Acquisitions Infrastructure>Vendors**
2. Search for the Vendor
3. Click **Edit** from the ellipses of the vendor
4. Click on the **EDI Information** Tab



Configuring EDI Invoicing

5. Vendor EDI Attributes

- EDI Code – [Type in the unique code for the vendor]
- EDI Type - [Select the type the vendor uses from the predefined list]
 - 014 – EAN-13
 - 091 – ID assigned by supplier
 - 092 – ID assigned by customer
 - 31B – US-SAN
- EDI naming convention – [Choose the predefined naming convention for the file]
 - Standard - edi.YYYYMMDD.HHMMSS.XXXXXX (XXXXXX = first six numbers from the vendor code)
- EDI vendor format – [Select “Other” if the vendor format is not listed]
- Incoming – [Check incoming]
- Outgoing- [Leave unchecked for EDI invoicing]

Vendor EDI Attributes

EDI code: 1694510

EDI type *: 31B - US-SAN

EDI naming convention *: Standard

EDI vendor format *: Other

Incoming: Incoming Shelf Ready Parameters

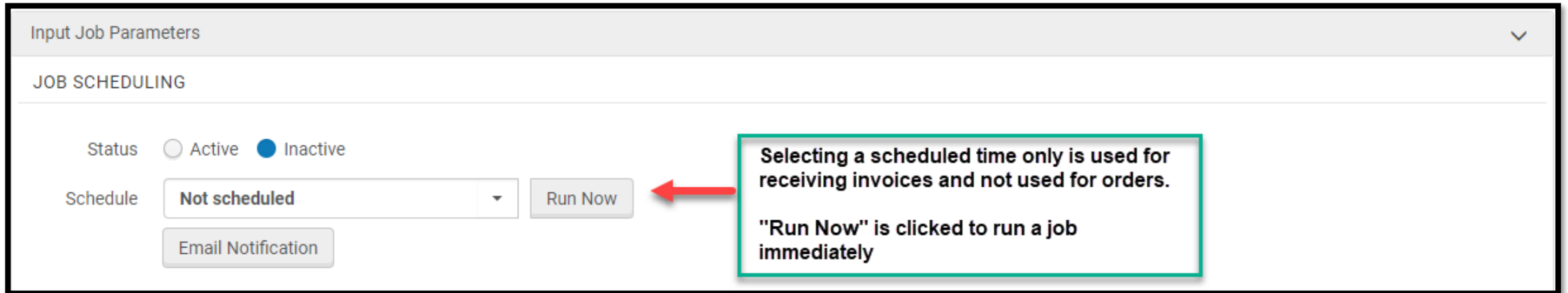
Outgoing: POs Claims

Order Cancellation

Configuring EDI Invoicing

6. Input Job Parameters – Job Scheduling

- Status – [Defaults to Active even if not used]
- Schedule – [Select a scheduled time or use “Run Now” to import the file]
 - Scheduling is only used for receiving invoices from a vendor
 - “Run Now” – allows the job to run immediately
- Email Notification – [Click on this to configure who will be notified when the job runs]



Input Job Parameters

JOB SCHEDULING

Status Active Inactive

Schedule

Selecting a scheduled time only is used for receiving invoices and not used for orders.

"Run Now" is clicked to run a job immediately

Configuring EDI Invoicing

7. Input Job Parameters – Job Parameters

- Upload EDI – [Click **Add and Execute** to upload an EDI file waiting on the FTP server]
- Use VAT expended from fund – [Uncheck]
 - VAT = Value Added Tax (US does not use VAT)
- Use VAT code – [Keep unchecked]
- VAT type – [Leave default]
- Do not prorate – [Check or uncheck depending on Institution's policy]
 - When "Do not prorate" is unchecked it will prorate overhead and discounts along the invoice lines
 - When "Do not prorate" is selected, it will create separate invoice lines for overhead and discounts. A fund must be selected when "Do not prorate" is selected

The screenshot shows the 'JOB PARAMETERS' form with the following fields and annotations:

- Upload EDI:** A file upload field with an 'Add and Execute' button. A red arrow points to the button with the annotation: "Click to upload an EDI file".
- VAT expended from fund:** An unchecked checkbox. A red arrow points to it with the annotation: "Uncheck these boxes - the U.S. does not use VAT".
- Use VAT Code:** An unchecked checkbox. A red arrow points to it with the same annotation: "Uncheck these boxes - the U.S. does not use VAT".
- VAT type:** A dropdown menu set to "Line Exclusive".
- Do not prorate:** A checked checkbox. A red arrow points to it with the annotation: "When 'Do not prorate' is unchecked it will prorate overhead and discounts along the invoice lines".
- Fund:** A dropdown menu with a red asterisk. A red arrow points to it with the annotation: "When 'Do not prorate' is selected, it will create separate invoice lines for overhead and discounts. A fund must be selected when 'Do not prorate' is selected."

Configuring EDI Invoicing

8. S/FTP Connection – S/FTP server Alma and the vendor will be using:
 - Description - [Type in a description]
 - Max. Number of Files - [Not in use – use default value]
 - Max. file size - [Not in use – use default value]
 - Server – [Type in the IP address of the FTP server receiving the EDI files]
 - Port – [Type in the port to use if the FTP server is not secure, typically 21]
 - Use port 22 if port 21 does not work
 - Input directory – [Type in the subdirectory in which the incoming EDI files are stored]
 - Output directory – [No used for EDI invoices –name of the file where outgoing EDI files are stored]
 - Alma’s default is “orders”
 - If this field is left empty, Alma will place the EDI files in the root directory
 - Max. file size - [Not in use – use default value]
 - Allow Navigation – [Uncheck if you do not want to allow access to other areas of the FTP server]



Configuring EDI Invoicing

9. S/FTP Connection – S/FTP server Alma and the vendor will be using:
 - FTP mode – [Check this box as login credentials will be necessary to access the FTP server]
 - Send command – [Select the command type]
 - Append - Does not overwrite a file on the FTP server if the existing file has the same name as the new file
 - Put - Overwrites a file on the FTP server if the existing file has the same name as the new file
 - FTP Passive mode – [Keep unchecked]
 - Ftp Server Secured – [Check this box]
 - Authentication Method – [Select username/password]
 - Username – [Type in the name for the FTP server]
 - Password – [Type in the password to access the FTP server]
 - Click ***Test FTP***



Configuring EDI Invoicing

S/FTP connection

Description: **FTP Information for EDI of current Vendor**

Max. Number of Files: **1**

Server *: **ftp.ybp.com**

Input directory: **invoice**

Max. file size: **MB**

FTP mode: **Binary**

FTP Passive Mode:

Ftp Server Secured:

Authentication method: Username/password authentication
 Key authentication

UserName: **oneonta**

Encrypt files created by Alma:

Max. file size: **1**

Port *: **22** Use Port 22 if Port 22 does not work

Output directory: **order**

Allow Navigation:

Send command: **Put**

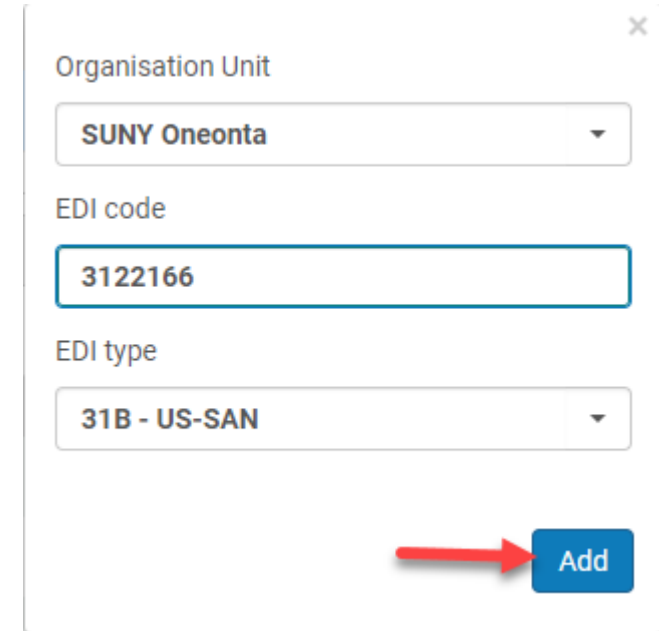
Test FTP

Password:



Configuring EDI Invoicing

10. Per Organization Unit EDI – [Select your institution and define the EDI code and type used by the vendor for the institution]
 - Alternatively, select libraries served by the institution and define the EDI code and type used by the vendor for the library
1. Click **Add Organizational Unit**
 1. Organisation Unit - [Select Institution or library]
 2. EDI code – [Type in the code used by the vendor of the institutional unit]
 3. EDI type – [Select the EDI type]
 4. Click **Add**



Organisation Unit

SUNY Oneonta

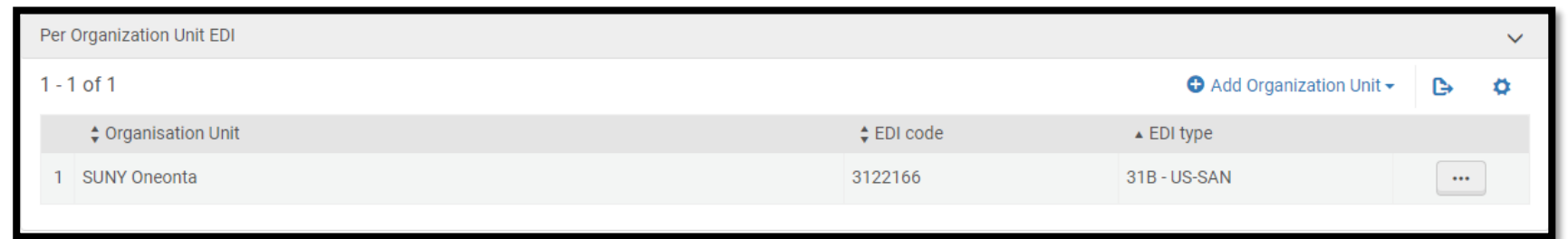
EDI code

3122166

EDI type

31B - US-SAN

Add



Organisation Unit	EDI code	EDI type
1 SUNY Oneonta	3122166	31B - US-SAN

Configuring EDI Invoicing

11. EAN per Account Code (Envelope Address Note Code)
– [only affects out-going POs from Alma to the vendor]

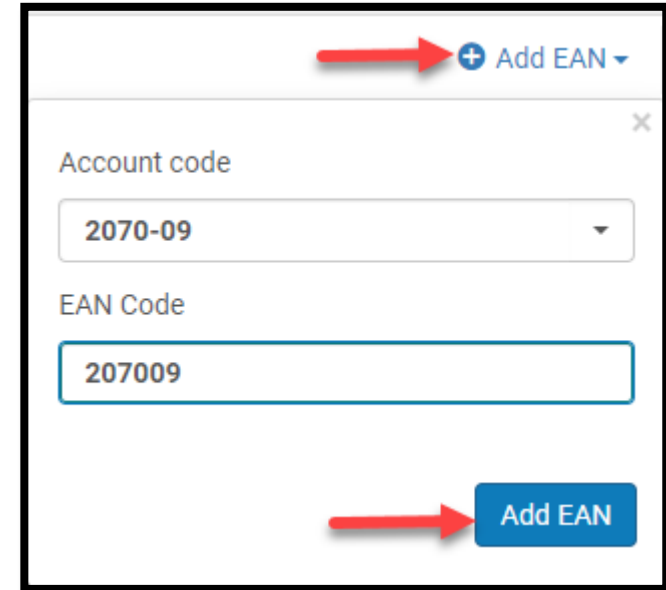
1. Click **Add EAN**

1. Account code - [Select the appropriate account code]

2. EAN Code – [Type in the EAN code to be associated with the account code]

3. Click **Add EAN**

12. Click **Save**



Account code

2070-09

EAN Code

207009

Add EAN



	Account code	EAN Code	
1	2070-10	207010	...
2	2070-12	207012	...
3	2070-50	207050	...

Creating EDI Invoices



Creating EDI Invoices

EDI Invoices can be created using the following processes:

1. FTP
2. Uploading EDI file via the vendor's record
3. From a file when creating an invoice



Creating EDI Invoices – FTP Scheduled Job

1. Go to **Acquisitions>Acquisitions Infrastructure>Vendors**
2. Search for the Vendor
3. Click **Edit** from the ellipses
4. Click on the “**EDI Information**” tab
5. Configure Job Scheduling
 - Status – [Select Active]
 - Schedule – [Select time job will run]

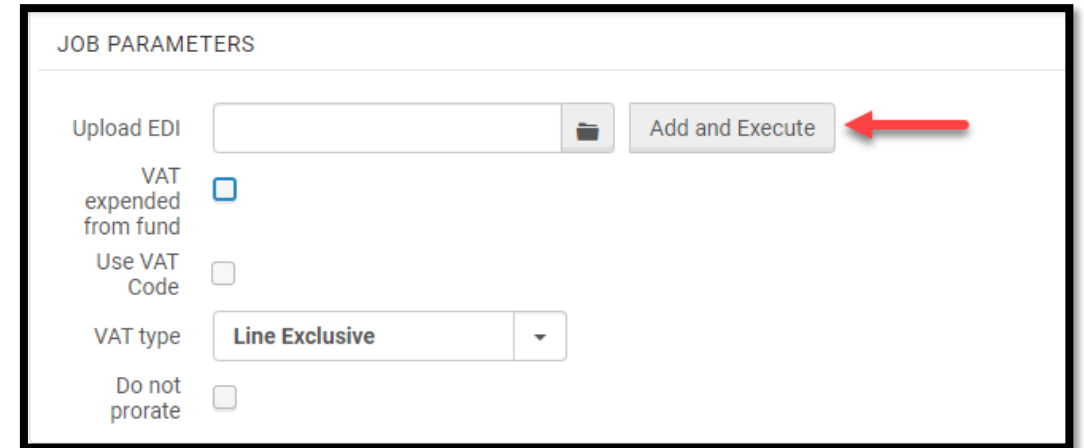
NOTE: Run Now can be selected to run the job at any time

 - Email Notification – [Optional]
6. Click **Save**

The screenshot shows the 'Input Job Parameters' form for job scheduling. The 'JOB SCHEDULING' section is highlighted. It includes a 'Status' field with radio buttons for 'Active' (selected) and 'Inactive'. A 'Schedule' dropdown menu is open, showing options: 'Not scheduled', 'Every day at 12:00', 'Every day at 19:00', and 'Every day at 24:00'. A 'Run Now' button is visible to the right of the dropdown. Below the 'JOB SCHEDULING' section, there is a 'JOB PARAMETER' section with an 'Upload EDI' button and an 'Add and Execute' button.

Creating EDI Invoices – FTP Upload EDI

1. Go to **Acquisitions>Acquisitions Infrastructure>Vendors**
2. Search for the Vendor
3. Click **Edit** from the ellipses
4. Click on the “**EDI Information**” tab
5. Go to Job Parameters
6. Click **Add and Execute**
 - The .edi file will be uploaded if there are files waiting to be uploaded to Alma



The screenshot shows the 'JOB PARAMETERS' section of a web interface. It contains several input fields and checkboxes. A red arrow points to the 'Add and Execute' button. The fields are: 'Upload EDI' (empty text box with a folder icon), 'VAT expended from fund' (checkbox), 'Use VAT Code' (checkbox), 'VAT type' (dropdown menu showing 'Line Exclusive'), and 'Do not prorate' (checkbox).

Creating EDI Invoices - Uploading a File From Vendor Information



1. Go to **Acquisitions>Receiving and Invoicing>Create Invoice**
2. Invoice Creation – [Select From File]
 - Requires “Incoming” on the “EDI Information” tab to be selected
3. Click **Next**
4. Vendor – [Select the Vendor]
5. File type – [Select EDI]
6. Click on the **File** icon to upload the .edi file
7. Click **Upload and Run Invoice Creation Job**

The image shows two screenshots of a software interface. The left screenshot, titled 'Select Invoice Creation Process', shows three radio button options under 'Invoice Creation': 'Manually', 'From PO', and 'From File'. The 'From File' option is selected and highlighted with a red box. Below it is a 'Handle Receiving' checkbox which is unchecked. At the top right of this screen are 'Cancel' and 'Next' buttons, with a red arrow pointing to 'Next'. The right screenshot, titled 'Create Invoice from File', shows a form with the following fields: 'Vendor *' with the value '1286', 'File type' with 'EDI' selected (highlighted with a red box), and 'Upload File *' with a file upload icon (highlighted with a red arrow). At the bottom of this form is a button labeled 'Upload And Run Invoice Creation Job' (highlighted with a red arrow).

View, Edit, Delete EDI Files

View, Edit, or Delete EDI Files

1. Go to **Acquisitions>Acquisitions Infrastructure>Vendors**
2. Search for the Vendor
3. Click:
 1. **View Edi Files**
 2. **Edit** from the ellipses
 1. Click on the “**Attachments**” tab

Shared	Active	▲ Vendor Code	↕ Name	Vendor Type	Libraries	
1	<input checked="" type="checkbox"/>	YANKEE	YANKEE Parent Account	Material Supplier, Access Provider	SUNY Oneonta	
<div data-bbox="1931 856 2237 1149"><p>Edit</p><p>Contribute</p><p>Delete</p><p>View History</p><p>View Edi Files </p></div>						

View, Edit, or Delete EDI Files

1. Click the ellipses of the EDI file
2. Select the action:
 1. **Edit** - Add a file with a URL as an attachment to the EDI file
 2. **Delete** - Delete the EDI file from the list of files
 3. **Download** – Download the EDI file
 4. **Reload** - Reload the EDI file after confirming that the EOD was loaded
 - Only use when the EDI file was uploaded before the order file was uploaded
 5. **Report** - View a report for the EDI file

File name	Type	Size	Attached By	Attached On	URL	Notes	Upload Status
1 4804.YANKEE.15...	input/edi	0.4kb	25165073700...	07/23/2019	-	The invoice edi file No invoice loaded from this file	Uploaded
2 4804.YANKEE.15...	input/edi	0.5kb	admin	07/26/2019	-	The invoice edi file InvoiceNumber :108259	Uploa
3 4804.YANKEE.15...	input/edi	0.6kb	admin	08/08/2019	-	The invoice edi file InvoiceNumber :116377	Uploa

Viewing EDI File Reports

Job Results Summary

1	Total records processed	1
2	Total files handled	1
3	Total invoices	1
4	Total Shelf ready Order responses	0
5	Total Report task Order responses	0
6	Total Journal Claim Order Response	0

Invoice

	Invoice Number	Number of Invoice Lines	Number of related PO Lines	
1	517199	1	1	...



Supporting Documentation



Supporting Documentation

SUNY:

- [SLS Libguide: EDI Invoicing](#)

Ex Libris:

- [Electronic Data Interchange \(EDI\)](#)
- [EDI Integration in Alma](#)
- [EDI \(Electronic Data Interchange\) video](#)
- [Creating an Invoice From a File](#)

