

Connecting the Dots: Building Blocks of Acquisitions Processes

Week 2 Session 3: Vendors
February 19, 2019

vendor records are important

- vendor records in Alma allow for record keeping and account management as well as support for ERM.
- vendor is a required field in the POL. No vendor record, no PO.

important details:

- vendor record data will not be reloaded in the final migration, therefore, data added or configured will remain in place.
- *Vendor Manager* role is needed to create and edit records
- vendor records live in the IZ.

AWG - 3:
**Minimum vendor record information in Alma
Institution Zone (IZ)**

https://slcnyc.libguides.com/ld.php?content_id=45919261

the vendor record

required fields:

- vendor name and code
- vendor type

additional (and helpful) information to include:

- currency
- contact information
- licenses
- usage data

vendor types

Material Supplier: supplies the content; used in POL to indicate which vendor will receive the order and payment; requires a vendor account

Access Provider: provides access to electronic resources; requires one or more interfaces

Licensors: provides licenses

~~*Governmental*: tax collection purposes~~

vendor types continued

vendors can be assigned one, two, or three vendor types:

GOBI: material supplier

WALDO: material supplier & licensor

Alexander Street Press: material supplier, licensor, & access provider

creating a vendor record in Alma

The screenshot shows the Alma library system interface. At the top, the navigation bar includes 'GENESEO', 'Alma', and a star icon. The 'Acquisitions' menu item is highlighted with a red box. Below it, a dropdown menu is open, and the 'Vendors' option is also highlighted with a red box. The interface includes a search bar, a 'Waiting for Payment' notification, and a calendar for February 2018.

GENESEO | Alma

★ » **Acquisitions** Resources Discovery Fulfillment Admin Analytics

Milne Library - Collection Management ▾

All titles ▾

Welcome, Nuth, Alana

Recent Pages > Create Acquisi

Notifications

2017-2018
Welcome to Alma!

Tasks

- 3 Order Lines
- 2 Invoices
- 3 Electronic Resources
- 2 Reading Lists

Purchase Order Lines
Order Without Inventory
Review
Claim
Renew
Review Deferred
Manage Trials
Manage EDI Tasks

Purchase Order
Package
Review
Approve
Delete PO

Purchase Requests
Create Purchase Request
Manage Purchase Requests

Receiving and Invoicing
Receive
Create Invoice
Review
Approve
Waiting for Payment

Post-Receiving Processing
Receiving Department Items
Scan In Items

Import
Manage Import Profiles
Import
Monitor and View Imports
Resolve Import Issues
Load Usage Data
Delete Usage Data

Acquisitions Infrastructure
Vendors
Funds and Ledgers
Transfer Funds
Move Funds In Hierarchy
Licenses
License Template

Advanced Tools
Exchange Rates Report
Rollover Ledgers
Rollover PO Lines
Rollover Resource Sharing Requests
Patron Driven Acquisition (PDA)
Change Vendor In Order

Click here to search for any menu link or press Alt+Ctrl+F

No jobs ran

Waiting for Payment
Acquisitions

Organization Calendar

Select Library/Institution

SUNY Geneseo

February 17	February 18	February 19
Monday	Monday	Tuesday
closed	08:00 - 16:00	08:00 - 16:00

Vendors ▾

Code ▾



Search Vendors

1 - 10 of 36

 [Add Vendor](#)



▼ Vendor Status : **Active** ▾ Vendor Type : **All** ▾

Shared	Active	▲ Vendor Code	↕ Name	Vendor Type	Libraries	
1	<input checked="" type="checkbox"/>	ACS	AMERICAN CHEMICAL	Material Supplier, Access	SUNY Geneseo	...

Vendor Name (required):

- All caps
- Based on name presented in invoice or W-9
- Use comma before abbreviations such as INC or LLC
- Spell out as much of the vendor name as possible

All titles ▾

Title ▾

↑ ▾



Advanced ▾

< Vendor Details

Cancel

Save

Vendor General Details ▾

 Name * **KANOPIY**

Code *

Additional code

Financial
Sys. code

National tax ID

Status **Active** ▾

Liable for VAT

Currencies

ALL  

Language

English ▾

Libraries

SUNY Geneseo 

Vendor Type *

Material Supplier/Subscription Agent

Access Provider

Licensor

Governmental

Vendor Code (required):

- All Caps
- No spaces
- Based on vendor name so easy to identify
- 10 characters or fewer

All titles ▾

Title ▾



Advanced ▾

< Vendor Details

Cancel

Save

Vendor General Details ▾

Name * **KANOPY**

 Code * **KANOPY**

Additional code

Financial
Sys. code

National tax ID

Status **Active** ▾

Liable for VAT

Currencies

ALL  

Language

English ▾

Libraries

SUNY Geneseo 

Vendor Type *

Material Supplier/Subscription Agent

Access Provider

Licensor

Governmental

Vendor Code must be unique

- Check that the vendor code has not already been used
- Search for “vendor” and “code”

GENESE0 | Alma


★ » Acquisitions Resources Discovery Fulfillment Admin Analytics Milne Library - Collection Management ▾

Vendors ▾ Code ▾ KANOPY [X] [Q]

Search Vendors | KANOPY

+ Add Vendor

▼ Vendor Status : Active ▾ Vendor Type : All ▾

 No records were found.

Additional, optional information can also be added to the vendor record.
Leave the default values for Status and Libraries as is.

< Vendor Details

Cancel

Save

KANOPY

Vendor code KANOPY

Institution SUNY Geneseo

Vendor General Details

Name * KANOPY

Code * KANOPY

Financial Sys. code

Status Active

Currencies USD

Libraries SUNY Geneseo

Additional code

National tax ID

Liable for VAT

Language English

Vendor Type *

Material Supplier/Subscription Agent Access Provider Licensor Governmental

Vendor Type:

- Material Supplier:
 - Must have one active vendor account

< Vendor Details

Cancel

Save

KANOPY

Vendor code KANOPY

Institution SUNY Geneseo



Active vendors with Material Supplier must have at least one active vendor Account.

Vendor General Details

Name * KANOPY

Code * KANOPY

Additional code

Financial Sys. code

National tax ID

Status Active

Liable for VAT

Currencies USD

Language English

Libraries SUNY Geneseo

Vendor Type Material Supplier/Subscription Agent

Access Provider

Licensor

Governmental

Accounts

+ Add

Remember to click SAVE



Required Fields:

- Account code
- Account description

Default values

(leave as is):

- Libraries
- Status

Payment Methods (required):

- These options can be configured

([ExL documentation here](#))

- Payment method appears again in the invoice, but does not seem to have a significant impact on workflow

Delivery and Claim Information (optional):

- This information will be brought into the POL as appropriate for the format and resource type

The screenshot shows the 'Vendor Account Details' form for 'KANOPY'. The form is divided into several sections: 'Account General Details', 'Payment Methods', and 'Delivery and Claim Information'. Annotations include red arrows pointing to the 'Account description' and 'Account code' fields, a red circle around the 'Libraries' dropdown menu, and a red box around the 'Delivery and Claim Information' section. A red arrow at the top right points to the 'Save' button.

Vendor code	Account description	Account code
KANOPY	-	-

Account General Details

Institution	SUNY Geneseo
Account description	streaming media orders; single titles only
Account code *	KANOPY
Financial Sys. Account code *	
Libraries	SUNY Geneseo
Status	Active
Account discount percent	
Note	

Payment Methods

Payment Methods * Accounting Department Bank transfers Credit card Deposit account Prepayment

Delivery and Claim Information

Expected receipt after ordering (days)		Claiming grace period (days)	
Expected invoice interval (days)		Expected activation after ordering (days)	
Renewal evaluation interval (days)		Subscription grace period (days)	90

Vendor Type:

- Access Provider:
 - Must have one active vendor interface

Vendor code KANOPY Institution SUNY Geneseo

Summary Contact Information Contact People EDI Information Usage Data Invoices PO Lines Communicat

Notes Analytics

Active vendors with Access Provider must have at least one active vendor interface.

Vendor General Details

Name * KANOPY

Code * KANOPY Additional code

Financial Sys. code National tax ID

Status Active Liabile for VAT

Currencies USD X Language English

Libraries SUNY Geneseo

Vendor Type Material Supplier/Subscription Agent Access Provider Licensor Governmental

Accounts

+ Add

Active	Account Code	Description	Discount Percent	Libraries
1	✓ KANOPY	streaming media orders; single titles only		- SUNY Geneseo

The only required field is the Interface Name.
Leave the default value for Status as "Active"
Remember to click SAVE



< Vendor Interface Details

Cancel Save

KANOPY

Vendor code KANOPY

Interface Name -

Interface Description -

General Attributes

Interface Name * Kanopy

Interface Description

Status Active

Note

Vendor Type:

- Licensor
 - No required fields

< Vendor Details

Cancel

Save

KANOPY



Vendor code KANOPY

Institution SUNY Geneseo

Summary

Contact Information

Contact People

EDI Information

Usage Data

Invoices

PO Lines

Communications

Attachments

Notes

Analytics

Vendor General Details



Name * KANOPY

Code * KANOPY

Additional code

Financial Sys. code

National tax ID

Status Active

Liable for VAT

Currencies

USD

Language

English

Libraries

SUNY Geneseo

Vendor Type

Material Supplier/Subscription Agent

Access Provider

Licensor

Governmental

more vendor data!

Vendor Details Cancel Save

KANOPY i v

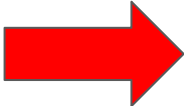
Vendor code KANOPY **Institution** SUNY Geneseo

Summary **Contact Information** Contact People EDI Information Usage Data Invoices PO Lines Communications Attachments

Notes **Analytics**

Vendor General Details v

Name *	<input type="text" value="KANOPY"/>		
Code *	<input type="text" value="KANOPY"/>	Additional code	<input type="text"/>
Financial Sys. code	<input type="text"/>	National tax ID	<input type="text"/>



Addresses

+ Add Address

No records were found.

Phone Numbers

+ Add Phone Number

No records were found.

Email Addresses

+ Add Email Address

No records were found.

Web Addresses

+ Add Web Address

Contact Information (optional):

- General contact information for the vendor
- Contact information to be used when resolving a payment or invoicing issue or seeking an answer to a payment or invoicing question
- Use the contact information provided on the invoice, or from the vendor website

Add Address

Address types *

- Billing
- Claim
- Order
- Payment
- Returns
- Shipping

Address line 1 *

Address line 2

Address line 3

Address line 4

Address line 5

City

Postal code

State/Province

Country

Note

Start date End date

Preferred address * Yes No

For each field (address, phone number, email, and web address) the following required options exist:

- Address/Phone/Email/URL Types:
 - Identify the primary purpose of the contact information
 - Check all that apply
- At least one piece of contact information
- Preferred address/phone/email/URL:
 - It is possible to enter multiple addresses, phone numbers, etc but only one can be designated as “preferred”

Leave the Start date and End date as is.

Vendors ▾

Code ▾



< Vendor Details

Cancel

Save

KANOPY



Vendor code KANOPY

Institution SUNY Geneseo

Summary

Contact Information

Contact People

EDI Information

Usage Data

Invoices

PO Lines

Communications

Attachments

Notes

Analytics

Addresses

1 - 2 of 2

+ Add Address



Shared	Preferred	Address	Created By	Creation Date	Type	
1		100 Streaming Media Avenue	Nuth, Alana	02/17/2019 16:16:28 EST	Payment, Returns, Shipping	...
2	<input checked="" type="checkbox"/>	1 Kanopy Drive	Nuth, Alana	02/17/2019 16:15:47 EST	Billing, Claim, Order	...

Contact People (optional):

- Specific contact information for vendor representatives associated with the account
- Contact information to be used when contacting a particular person with a question or request
- Use the contact information provided on the vendor representative's email signature line or business card

< Vendor Details Cancel Save


KANOPY i ▼

Vendor code KANOPY **Institution** SUNY Geneseo

Summary Contact Information **Contact People** EDI Information Usage Data Invoices PO Lines Communications Attachments

Notes Analytics

+ Add Contact

 No records were found.

KANOPY v

Vendor code KANOPY Institution SUNY Geneseo

General Information **Contact Information**

 First name * **John**

Last name * **Doe**

Preferred middle name

PIN number

 Job description **Account Manager**

Campus

Preferred language **English**

Status date **02/17/2019**

Expiration date

Resource sharing library

Selected Patron Letters

Middle name
 Preferred first name **John**

Preferred last name

Title **Mr.**

Job category **Please select a value**

Gender **Male**

Website URL

Status **Active**

Birth date

Purge date

Purchase request library

When adding a contact information for a vendor representative, you are basically adding a patron record for the person.

First and Last name are the only required fields

It's helpful to add Job Description and Preferred first name

All other information is optional and much of it does not apply

KANOPY

Vendor code KANOPY Institution SUNY Geneseo

General Information

Contact Information

Addresses

+ Add Address

No records were found.

Phone Numbers

+ Add Phone Number

No records were found.

Email Addresses

+ Add Email Address

In this case, the contact information tab is specific contact information for the vendor representative.

The fields for address, phone number, and email address look pretty much the same as the fields for the contact information at the higher, vendor-level.

KANOPY



Vendor code KANOPY

Institution SUNY Geneseo

- Summary
- Contact Information
- Contact People
- EDI Information
- Usage Data
- Invoices
- PO Lines
- Communications
- Attachments

- Notes
- Analytics

Vendor EDI Attributes

EDI code EDI type EDI naming convention **Standard** EDI vendor format

Incoming Incoming Shelf Ready Outgoing POs Claims

Parameters

Order Cancellation

Input Job Parameters

JOB SCHEDULING

Status Active Inactive

Schedule

JOB PARAMETERS

Upload EDI

VAT expanded

EDI Information:

- Enter information in this tab only if using EDI for invoicing

Helpful Documentation:

[Electronic Data Interchange](#)
(ExLibris Knowledge Center)

[Managing Vendors](#)
(ExLibris Knowledge Center)

Vendor Details Cancel Save

KANOPY i v

Vendor code KANOPY Institution SUNY Geneseo

Summary Contact Information Contact People EDI Information Usage Data Invoices PO Lines Communications Attachments

Notes Analytics

SUSHI Accounts v

+ Add

Subscriber: All Report Type: All

No records were found.

Uploaded Files v

Load File ID Q Upload File

Status: All Files Subscriber: All Upload Date: All Uploaded Report Type: All Clear all

No records were found.

Usage Data

SUSHI Accounts:

- Not yet configured in Alma for SUNY campuses
- See Basecamp thread "[SUSHI Configuration](#)"


Uploaded Files

- Upload COUNTER reports

Uploaded Files

Load File ID

Status : All Files ▾ Subscriber : All ▾ Upload Date : All Uploaded ▾ Report Type : All ▾ [Clear all](#)


No records were found.

[Upload File](#) ▾

Select a file


Subscriber

SUNY Geneseo ▾

Upload a COUNTER report

- Click the “Upload File” button
- Accepted file formats:
 - xlsx, xls, csv, txt, or tsv
- Select file and click the button to “Upload File”

Select a file


SAGE_JR1 and PR1_2017_201...
(106.82 KB)

Subscriber

SUNY Geneseo ▾

If you made a mistake, or if the file is invalid for any reason, Alma will tell you. An error message will appear and the Status will be listed as "Invalid."

Use the ellipses to delete the file, correct errors in the file, and try again.

SUSHI Accounts

Subscriber : All Report Type : All

No records were found.

Uploaded Files

1 - 1 of 1 Load File ID

Status : All Files Subscriber : All Upload Date : All Uploaded Report Type : All Clear all

File Name	SUSHI Account	Upload Date	Uploading User	Subscriber	Status	Report Type	Data Start Date
SAGE_JR1 and PR1_2017-2018.xlsx	-	17 Feb 2019 21:47:28	NUTH	SUNY Geneseo	Invalid		-

- Error in row 474 column 3 : platform can not be empty
- Error in row 2 column 3 : platform can not be empty
- Error in row 4 column 3 : platform can not be empty
- Error in row 5 column 3 : platform can not be empty
- Error in row 6 column 3 : platform can not be empty
- Error in row 7 column 3 : platform can not be empty
- Error in row 481 column 6 : invalid usage value Jul-18 . The value should be numeric.
- Error in row 481 column 7 : invalid usage value Aug-18 . The value should be numeric.
- Error in row 481 column 8 : invalid usage value Sep-18 . The value should be numeric.
- Error in row 481 column 9 : invalid usage value Oct-18 . The value should be numeric.
- Error in row 481 column 10 : invalid usage value Nov-18 . The value should be numeric.
- Error in row 481 column 11 : invalid usage value Dec-18 . The value should be numeric.

If you uploaded the file correctly and Alma accepted it, you'll see a notification and the Status will be listed as "Fully Processed."

Cancel Save

File SAGE - JR1 - 2017.xlsx uploaded successfully.

KANOPY

Vendor code KANOPY

Institution SUNY Geneseo

- Summary
- Contact Information
- Contact People
- EDI Information
- Usage Data
- Invoices
- PO Lines
- Communications
- Attachments
- Notes
- Analytics

SUSHI Accounts

+ Add

Subscriber: All Report Type: All

No records were found.

Uploaded Files

1 - 1 of 1 Load File ID

Upload F

The ellipses can be used to Delete, View, or Download the file

Status: All Files Subscriber: All Upload Date: All Uploaded Report Type: All Clear all

File Name	SUSHI Account	Upload Date	Uploading User	Subscriber	Status	Report Type	Data Start Date	Data End Date	Vendor URL	
SAGE - JR1 - 2017.xlsx	-	17 Feb 2019 21:48:26	NUTH	SUNY Geneseo	Fully processed	JR1	Jan 2017	Dec 2017	-	...



It's possible to attach documents to the vendor record, as well

← Attachments Cancel Save

KANOPY i ▼


Vendor code KANOPY **Institution** SUNY Geneseo

Summary Contact Information Contact People EDI Information Usage Data Invoices PO Lines Communications Attachments

Notes Analytics

File Name

+ Add Attachment ▼

 No records were found.

Vendor Record Clean-Up:

- Edit or delete a record by searching for the record
- Select the desired option from the ellipses

The screenshot displays a web application interface for managing vendors. At the top, a search bar is highlighted with a red circle, containing the text "Vendors" (with a dropdown arrow), "Code" (with a dropdown arrow), and "kanopy". Below the search bar, the text "Search Vendors" is followed by "kanopy".

Below the search bar, the text "1 - 1 of 1" is displayed. To the right, there are buttons for "+ Add Vendor", a share icon, and a settings icon.

Below the buttons, there are filters for "Vendor Status : Active" and "Vendor Type : All".

The main content is a table with the following columns: "Shared", "Active", "Vendor Code", "Name", "Vendor Type", and "Libraries". The table contains one row for the vendor "KANOPY". The "Active" column has a toggle switch that is currently turned on. The "Vendor Code" and "Name" columns both contain the text "KANOPY". The "Vendor Type" column contains "Licensor", and the "Libraries" column contains "SUNY Geneseo".

At the end of the row, there is an ellipsis menu icon. A context menu is open for this menu, showing three options: "Edit", "Contribute", and "Delete". The entire table row and the context menu are highlighted with a red rectangle.

Shared	Active	Vendor Code	Name	Vendor Type	Libraries	
1	<input checked="" type="checkbox"/>	KANOPY	KANOPY	Licensor	SUNY Geneseo	...

**AWG - 5:
Gifts and Gift Receiving**

https://slcny.libguides.com/ld.php?content_id=45357533

Vendor Record for Gifts:

- Depending on local practices, you may want to track gifts in Alma (even though gifts do not require payment for access). If you plan to create PO lines for gifts, you'll need to create a vendor record to use for gifts as well.
- Below is a sample gift vendor record

< Vendor Details Cancel Save

GIFTS ▼

Vendor code GIFTS **Institution** SUNY Geneseo

Vendor General Details ▼

Name *	GIFTS	Additional code	
Code *	GIFTS	National tax ID	
Financial Sys. code		Liable for VAT	<input type="checkbox"/>
Status	Active ▼	Language	English ▼
Currencies	ALL × ☰	Libraries	SUNY Geneseo × ▼
Vendor Type	<input checked="" type="checkbox"/> Material Supplier/Subscription Agent <input type="checkbox"/> Access Provider <input type="checkbox"/> Licensor <input type="checkbox"/> Governmental		

Accounts ▼

+ Add

GIFTS

Vendor code GIFTS

Account description -

Account code -

Account General Details

Institution SUNY Geneseo

Account description * Vendor record for gifts; no payment

Account code * GIFTS

Financial Sys. Account code

Status Active

Libraries SUNY Geneseo

Account discount percent

Note

Payment Methods

Payment Methods * Accounting Department Bank transfers Credit card Deposit account Prepayment

Delivery and Claim Information

Expected receipt after ordering (days)

Claiming grace period (days)

Expected invoice interval (days)

Expected activation after ordering (days)

Renewal evaluation interval (days)

Subscription grace period (days) 90

homework

- read the [Acquisition Working Group's policies](#) for vendor records (AWG-3) and gifts (AWG-5)
- compile a spreadsheet of 3 to 5 vendors including any relevant information for the vendor record
- enter these vendors into Alma
- record questions or post to Basecamp (take screenshots, if possible) for next session on Thursday