



ALEPH VERSION 21

Configuration Questionnaire: Acquisitions

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Introduction

The purpose of this configuration questionnaire is to help both Ex Libris and the customer implement the ALEPH Cataloging, Holdings and Items Control modules in the most appropriate manner for your library.

The questionnaire is intended for libraries using the MARC 21 bibliographic and holdings formats.

This document contains three sections:

- Introduction
- Instructions for filling in this questionnaire
- The configuration questionnaire (Customer's Reply Form)

The numbers of the headings in the Instructions section correspond to the number of the headings in the questionnaire section.

******Note: Some of the functionalities that will be introduced are considered "additional functionality" and may not be appropriate for your library. If you are unsure as to whether your library will require "additional functionality," please consult with your ALEPH project librarian(s).***

Instructions for filling in this questionnaire

1 Customer Information

Fill in as required.

2 Acquisition Units: Order Units or Sublibraries?

Institutions differ in the way their acquisitions departments are structured. In some cases, acquisitions are de-centralized and every sublibrary acquires its own material. In other cases, acquisitions are centralized and one or more acquisitions departments purchase material for all sublibraries within the institution. For example, there may be a central acquisitions department with a division for print and electronic materials that acquires material for all sublibraries.

In this guide an "Acquisitions department" is referred to as the unit (/s) within the library that acquires library material. Typically, every department will work with a given set of orders and budgets and will require separate authorizations

How would you characterize your acquisitions setup? "De-centralized," "centralized" or a combination of these? Please reply in the parallel section in the Customer's Reply Form.

If you have some form of centralized acquisitions unit, you might consider using "order units" in ALEPH. An order unit is an acquisitions department that manages a specific group of orders. If the sublibrary manages its own orders, there is no need to define additional order units. Order units can be used to define an acquisitions department that does not belong to a specific sublibrary. Order units manage their own group of orders and, if required, budgets and vendors as well so that only staff belonging to the particular order unit can modify or use these orders, budgets and vendors. In other words, order units should be used if the acquisitions departments do not belong to specific sublibraries, and if it is important to enforce some form of internal division so that staff is limited to working only with specific orders and budgets.

It should be noted that all orders must belong to a sublibrary, even if your orders are managed by order units. In other words, the sublibrary is the unit for which the item is acquired; the order unit is the acquisitions department which actually manages the order.

Some additional notes concerning Order Units and Sublibraries

This guide (and other ALEPH documents) will refer to "order units or sublibraries" since either of the two can be considered an acquisitions department that manages a group of orders.

Order units are defined for the system as a whole (per Administrative Library). It is not possible to use order units only for some orders and/or budgets. If you have central acquisitions departments and yet one sublibrary also acts as its own acquisitions department, this sublibrary can be assigned to an order unit.

There is no direct link between order units and sublibraries, that is, order units cannot be defined to work with the orders of specific sublibraries.

Order units do not apply to serials control. Arrival and claiming of serial issues is always by the sublibrary for which the serial was acquired, not per order unit.

2.1 Defining Order Units

If you want to define order units please fill in the chart in the parallel section in the Customer's Reply Form.

Order unit codes are up to 5 characters; order unit names are up to 30 characters.

In this example order units are subject-based.

Order Unit Code	Order Unit Name	Address	Description
SCNCE	Sciences Acquisitions		
HUMAN	Humanities Acquisitions		
LAW	Law Acquisitions		

3 Defining the Local Currency

Libraries acquire materials from countries around the world and may need to pay vendors in a variety of currencies. Budgets are managed within a single "local currency" which is usually the official currency of your country. Order prices and invoices are registered in the "vendor currency" and are converted using currency exchange rates to the local currency.

What is your local currency? Please reply in the parallel section in the Customer's Reply Form.

4 Vendors

4.1 Vendors List

Generally the entire library (every Administrative Library) shares the same list of vendors. It is also possible to filter the list of vendors so that certain vendors can be used only by specific order units or sublibraries. Do you require this functionality? Please reply in the parallel section in the Customer's Reply Form.

4.1.1 Two Level Vendors [Additional Functionality]

It is also possible for all order units or sublibraries to share the same vendors (share the same name and address(es)) and still specify different conditions for that vendor, for example EDI-numbers, account numbers, claim periods or order delivery types. Do you require this functionality? If you do, what types of data can differ? Fill in the chart in the parallel section of the Customer's Reply Form.

Data element	Description	Does Data differ

		Y/N?
Library Accounts	You account number at the vendor	
Vendor bank Account		
Discounts	Any permanent discount you may receive from the vendor	
Order delivery method	The manner in which the order is sent to the vendor (for example, e-mail, EDI, letter)	
Material delivery method	The manner in which the material is sent from the vendor or the library (for example, surface mail, airmail, courier)	
EDI related information	The vendor EDI code	
Contact notes	There are 5 different notes	
Vendor notes	General vendor note	
Status	For example: Domestic Supplier Foreign Supplier Information field. Can be used to filter the list of vendors	
Material type	Information field. The type of material acquired at the vendor	

******Note: Most libraries do not implement Two Level Vendors. Please consult with your ALEPH project librarian(s) to identify whether or not this is necessary functionality for your library***

4.2 Vendor Status

Vendors can be assigned a status that provides some information about the vendor. The status can be used to filter the vendor's list and orders in the order index.

Ex Libris provides the following standard statuses:

Status	Status code
Not active	NA
Domestic Supplier	DO
Foreign Supplier	FO
Donor	DO

If you need to modify this list, fill in the chart in the parallel section in the Customer's Reply Form.

4.3 Vendor Languages

It is possible to correspond with vendors in different languages by creating letters (forms) in different languages.

In which languages do you correspond with the vendor? Please reply in the parallel section in the Customer's Reply Form.

4.4 Vendor codes [Additional Functionality]

ALEPH vendor codes are up to 20 alphanumeric characters. It is possible to use standard 5 character prefixes as part of the code. The system can be configured to check these prefixes. Are you interested in this functionality? Please reply in the parallel section of the Customer's Reply Form.

5 Budgets (Accounts)

5.1 Budget Control

Do you want to use the ALEPH budget control feature?

If you do, note that in principle this means that every order (except for gifts) must be linked to a budget. However, it is also possible to make budget use non-mandatory. This would be necessary if you use budget control only for some of your orders, but not all. Should use of budgets be mandatory?

Please reply in the parallel section in the Customer's Reply Form.

5.2 Budget Structure

Describe the structure of your budgets. For example:

- Does every sublibrary have its own budget for purchasing material?
- Do you have budgets for types of material and/or subject?
- Do you have hierarchal budgets?
- Do you have separate budgets for postage or other non-library materials?

No configuration is required to use the full suite of budget structures. However, it is important to note that ALEPH allows the above budget structures. More information on budget creation will be provided during Acquisitions training.

******Note: This section is informational only, and should be used by your institution when creating budgets in the Acquisitions client. No response is required in the Customer Reply Form. You will receive training on budget creation during your Acquisitions training.***

5.3 Budget Authorizations

Budget access can be limited and/or restricted by User Login and will be configured by your institution in the Staff Privileges module. Although a response to this section is not required, now is a good time to begin thinking about your Acquisition Client users and to decide which staff members will have access to which budgets.

Several levels of budget authorizations can be defined.

The functional level – i.e. what can the user can do with budgets.

You may define for every staff member if he or she may

- View budgets

- Allocate money to budgets
- Transfer money to budgets
- Encumber orders against budgets
- Register invoices for budgets

For example, Staff member A may be able to encumber and invoice budgets but not be able to allocate or transfer money from/to budgets – he can use the budgets but cannot manage them.

The specific budgets that the user can view, manage (allocation and transfer) and use (encumber and invoice)

This can be defined at the sublibrary or order unit level. It is possible to restrict budgets for use by specific sublibraries or order units (depending on whether order units are used or not). This means that the order unit or sublibrary of the order and budget must match).

In addition to authorizations based on sublibrary or order unit, it is also possible to limit staff members to working with specific budgets.

Example:

All budgets with budget code beginning with "LAW" are restricted for use by the LAW order unit. These budgets include:

LAWAA-<YEAR>
LAWAB-<YEAR>
LAWAC-<YEAR>

Orders belonging to the LAW order unit can be created only by staff that is authorized for the LAW order unit. LAW orders can be assigned only to budgets that belong to LAW. However, not all LAW order unit staff members can use all the LAW* budgets. Staff member A is limited to using only the LAWAA budgets for any year.

Do you need to restrict budgets by sublibrary (or by order unit if you have order units)?

Do you need to restrict staff to working with individual budgets?

Do you need to restrict staff to specific budget functions?

******Note: This section is informational only, and should be used by your institution when budget authorization for user logins is entered into the Staff Privileges client. No response is required in the Customer Reply Form. You will receive training on budget authorization during your Acquisitions training.***

5.4 Fiscal Year

When does your library's fiscal year start and end?

In ALEPH, annual budgets should have the fiscal year appended to the end of the budget code. For example, THEOLOGY-2005. Please note that the suffix must be the complete year and no variations are allowed. Examples of incorrect suffixes would be "2005-06" or "2005-2006."

Budgets with the year extension will be able to use end of year services that allow for budget rollover each year.

5.5 Hierarchal Budgets

Budgets can be defined in a hierarchical structure which can be utilized in various services and online reports, for example the budget allocation and balance.

For example:

THEOLOGY-2005 – is the "parent" budget of the theology department with \$100,000 allocated. In addition the library has the following:

THEOLOGY.MEDIA-2005 for media resources with \$50,000 allocated

THEOLOGY.SERIAL-2005 for serials with \$100,000 allocated

Both of these budgets belong to THEOLOGY-2005.

In the online budget allocation report, if the option to display with the hierarchy is active, the allocation for THEOLOGY-2005 will display as \$250,000.

Note that the parent budget does not have to have an allocated sum. In the example above, the "THEOLOGY-2005" budget can be a "dummy" budget that is defined to group the "real" budgets (THEOLOGY.MEDIA-2005, THEOLOGY.SERIAL-2005, etc.) for reporting purposes. THEOLOGY-2005 does not have to be used by any orders; it is created to get a summary of the balance of all the Theology department budgets.

It is possible to have multiple levels in the budget hierarchy. (Parent; child; grandchild).

For example, budgets can be managed by topic and sub-topic (Social sciences with a division into Social work, Sociology and Psychology) and within topic by material type (Journals, Audio-Visual materials and everything else)

The *Parent* budget in this case is SOCIALSCIENCE-2005.

The *child* budgets are SOCIALWORK-2005, SOCIOLOGY-2005, and PHSYCOLOGY-2005

The *grandchild* budgets are:

SW-JOURNALS-2005, SW-AUDIOVISUAL-2005, SW-ELSE-2005
SOC-JOURNALS-2005, SOC-AUDIOVISUAL-2005, SOC-ELSE-2005
PSY-JOURNALS-2005, PSY-AUDIOVISUAL-2005, PSY-ELSE-2005

In this example, only the *grandchild* budgets will actually have allocated sums, but due to the hierarchy, it will be possible to monitor the budget at the topic (*parent* budget) and sub-topic levels (*child* budgets).

*****Note: This section is informational only, and should be used by your institution when creating budget hierarchy in the Acquisitions client. No response is required in the Customer Reply Form. You will receive training on budget creation during your Acquisitions training.**

5.6 Budget Codes

Budget codes in ALEPH can be up to 50 characters. Annual budgets should have a suffix with a hyphen and the year (for example, LAWAA-2005).

It is possible to define standard prefixes for budgets and configure the system so that they are checked.

Please begin to think about a standard budget code format that will be used by your staff when creating budgets in the Acquisitions client.

*****Note: This section is informational only, and should be used by your institution when creating budgets in the Acquisitions client. No response is required in the Customer Reply Form. You will receive training on budget creation during your Acquisitions training.**

5.7 Budget Types

The budget type field can be used to indicate the type of budget. The field can be used to limit use of some budget related services to specific types of budgets. Ex Libris provides the following types:

Budget Type Code (up to 5 characters)	Budget Type Name (up to 50 characters)
REG	Regular
SPE	Special
GF	Gift

If you want to modify this list, fill in the chart in the parallel section of the Customer's Reply Form.

*****Note: The default Budget Types can be used for STP (Switch to Production). You can add additional budget types after STP.**

5.8 Budget Departments

The budget department field can be used to indicate to whom the budget belongs within a sublibrary or order unit. The field can be used to limit use of some Acquisitions related to specific budgets.

If you want to define Budget Departments, fill in the chart in the parallel section of the Customer's Reply Form.

Example:

Budget Department Code (up to 20 characters)	Budget Department Name (up to 50 characters)
CHEMISTRY	Chemistry
PHYSICS	Physics
ENGLISHLIT	English Literature
WORLDLIT	World Literature

5.9 Checking Encumbrance and Expenditure

A budget is "encumbered" when orders are placed against it; when an invoice for an order is registered the encumbrance changes into "expenditure" – i.e. this is the amount that will actually be debited from the budget when the invoice is paid.

When a budget is encumbered the system will check to see if the budget has enough funds to cover the encumbrance. In this case the system takes the budgets "free balance" into account. The "free balance" is the amount allocated to the budget minus all paid and unpaid invoices as well as all encumbrances for orders that were not yet invoiced.

When an invoice is paid the system will check to see if the budget has enough funds. By default the system will take the free balance into account. It is also possible to configure the system so that only the expenditure is taken into account – i.e. the paid

and unpaid invoices. Are you interested in changing the default? Please reply in the parallel section of the Customer's Reply Form.

Note that it is possible to define for all or specific budgets a "maximum over or under encumbrance and expenditure". This enables you to encumber/expend more than what you actually have in the budget (if an "over" is defined) OR to block encumbrances or expenditures before what is actually in the budget has been fully expended (if an "under" is defined). For example:

The Budget ART-2005 has a balance of \$100. A maximum over encumbrance of 5% is defined. The system will allow the user to encumber 105 USD.

If a 5% maximum under encumbrance is defined, the system will allow the operator to encumber only \$95

Do you want to define a maximum over or a maximum under encumbrance and/or expenditure for all or specific budgets? Should this be defined as a percentage of the allocated amount or a specific amount? Reply in the parallel section of the Customer's Reply Form.

5.10 Budget Groups [Additional functionality]

Budget groups can be defined to filter the budgets list and some budget related reports. Every budget can belong to up to five groups.

For example, if you have budgets per department or subject (for example, for mathematics, physics and chemistry) and separate budgets for serials, you may want to be able to filter the budgets list or a report to include only serial related budgets.

If you have the following budgets:

MATH.SERIAL-2005
PHYSICS.SERIAL-2005
CHEM.SERIAL-2005

Each of these budgets would belong to the "SERIAL" budget group.

Would you like to define budget groups? Fill in the chart in the parallel section of the Customer's Reply Form.

5.11 Object Codes [Additional Option]

If you have budgets for specific types of material you may want to use object codes.

Object codes can be defined for specific types of material and can be assigned to budgets. In addition, when invoices are registered an object code must be entered and the system will verify that the object code entered in the invoice matches the object

code of the budget being invoiced. You can assign up to 20 object codes for every budget.

If you want to use object codes fill in the chart in the parallel section in the Customer's Reply Form. Do you want to enter object codes on the invoice and check them against the budget?

Object codes are up to 5 characters; object names can be up to 50 characters.

Code	Name
MONO	Monographs
AUDVI	Audio-Visual
SER	Serials

******Note: Defining Object Codes is not critical for STP (Switch to Production). Most libraries do not implement Object Codes. Please consult with your ALEPH project librarian(s) to identify whether or not this is necessary functionality for your library***

6 Orders

6.1 Order Numbers

Order numbers in ALEPH can be up to 30 characters. By default they are automatically assigned from a system counter. There are some additional options.

- It is possible to override the system assigned number manually. The system will still check for duplicates.
- It is possible to configure the system to add a prefix to the number automatically.
- By default all orders within an Administrative library will have be assigned orders from a central counter. If necessary it is also possible to define separate counters, for example, a counter per order unit. However, to utilize this functionality, you must use prefixes.

If you decide to implement separate counters per order unit/sublibrary you also must configure each GUI client to generate the order unit/sublibrary prefix

- In addition to the order number it is possible to have two additional order numbers. These numbers can be used to interface with external acquisition systems if necessary

If you are interested in any of these options, please indicate this in the parallel section of the Customer's Reply Form.

6.2 Order Method

The order method indicates how the material is being acquired. ALEPH offers the following default methods:

Method	Code
Purchase	P
Gift	G
Approval	A
Collective	C
Depository item	D
Not for library collection	NL
Paid for on deposit account	DP
Paid for on collective record	PC
Prepaid	PP
Purchased for exchange	E
Received on exchange	ER
Sent on exchange record	ES

It should be noted that the "Purchase" method has special functionality as it requires that the price not be a zero amount. The "Gift" method also has special functionality. You can create a special budget called GIFT-DEFAULT and the system will automatically encumber this budget (in principle if you have elected to use budget control you must enter a budget for every order. See section [5.1 Budget Control](#) on page [10](#)).

Do you need to add/remove any order methods? Please note that the Purchase order method must not be removed. Reply in the parallel section of the Customer's Reply Form.

6.3 Material Type

Every order is assigned a material type. These types can be used in Acquisitions reports and statistics. ALEPH provides the following default types:

Material Type	Code
Monograph	M
Serial	SE
Data file	DA
Information record	IN
Microform	MF
Map	MP
Recording	RE

If you want to modify the material types fill in the chart in the parallel section of the Customer's Reply Form.

6.4 Order Groups

Orders can belong to "order groups". This can be used to filter the order list and some order related reports.

If you want to create order groups, fill in the chart in the parallel section of the Customer's Reply Form.

6.5 Items for Monograph Orders

Optionally, the system can automatically create items for monograph orders. Monograph orders are one-time orders. Once the material has arrived and the invoice has been paid, the order can be closed. Monograph orders can be created for a single, multiple or multi-volume items of any material type

It should be noted that the acquisitions staff can always opt out of item creation for specific orders.

Would you like to create items for monograph orders? Reply in the parallel section of the Customer's Reply Form.

It is possible to default some of the item information per sublibrary. This includes the item collection, item status, material type. It is also possible to default the item call number. These defaults can then be modified in the item record.

If you would like to define defaults, fill in the chart in the parallel section of the Customer Reply guide.

Example:

Sublibrary	Item status	Material type	Collection	Call number
Sublibrary A	01	BOOK	No default	No default

*****Note:** *Most libraries implement this function and Ex Libris recommends it.*

7 Invoices

7.1 Invoice Payment and the Invoice Payment Status

In some cases, payment of invoices can be a protracted process, requiring an approval stage before actual payment. Often, invoices are not paid by the library itself but by a central unit belonging to the library's institution (for example, the financial operations department). The library may need a tool to help them track this process. ALEPH provides this level of management using the "invoice payment status".

By default the following statuses are provided:

Status	Description	Status Code
Not approved	This means the invoice was not approved or paid	N
Preliminary approval	The invoice has preliminary approval	A
Approved	The invoice was approved	B
Ready to be paid	The invoice is ready to be paid	R
Frozen	The invoice is "frozen" – it cannot be paid for some reason	F
Payment authorized	Another agency was authorized to pay to	Y

	invoice	
Paid	The invoice was paid	P

It is possible to define the default status for an invoice. In most cases, this is "Not approved", but if, in your library, you automatically pass the invoice on to payment and do not need to track the status of the payment, and you can also define "Paid" as the default status.

ALEPH provides a report that enables you to retrieve and print invoices of a certain payment status and also update the status if necessary. For example, if you need to transfer invoices that are ready to be paid to an external agency, you can print all "ready to be paid" invoices and then change the status to "payment authorized" (or to "paid" if you do not need to track the actual payment).

It is possible to limit staff to working with each invoice payment status so that for example, only certain staff can change the status of an invoice to "approved".

It is also possible to prevent the update of the invoice (with the exception of the invoice payment status itself) based on payment status.

Please describe how you currently handle payment of invoices. Reply to the following questions in the parallel section of the Customer's Reply Form:

Does the library pay the invoice or is the invoice transferred to another agency for payment?

Do you have a process for approving invoices or are they simply paid when they arrive?

Can only some staff approve an invoice?

Based on your workflow, which of the above statuses do you think you need to use? Which status should be defined as the default? Should update of the invoice be prevented based on the status? Fill in the chart in the parallel section of the Customer's Reply Form.

Status	Description	Status Code	Do you need the status? Y/N	Should update of invoice be prevented? Y/N
Not approved	This means the invoice was not approved or paid	N		

Preliminary approval	The invoice has preliminary approval	A		
Approved	The invoice was approved	B		
Ready to be paid	The invoice is ready to be paid	R		
Frozen	The invoice is "frozen" – it cannot be paid for some reason	F		
Payment authorized	Another agency was authorized to pay to invoice	Y		
Paid	The invoice was paid	P		

Should the default status "Not approved" be changed? If so, to which status?

7.2 Approval "Departments" and Approval Numbers [Additional functionality]

It is possible to define "approval departments". These are departments or individuals that are allowed to approve an invoice for payment. Optionally every approval can be assigned an approval number which is a type of signature.

Do you want to use approval numbers?

If you want to define approval departments fill in the chart in the parallel section of the Customer's Reply Form.

Approval Department Name (up to 50 characters)	Approval Department Code (up to 20 characters)

7.3 VAT [Additional Functionality]

7.3.1 VAT Recipient

In some countries VAT (value added tax) is not paid via the vendor but to other parties. These can be defined as "VAT recipients".

If you need to define VAT recipients, fill in the chart in the parallel section of the Customer's Reply Form.

VAT Recipient Name (up to 50 characters)	VAT Recipient Code (up to 20 characters)

7.3.2 Predefined VAT Percentages

It is possible to add a VAT percent to an invoice which will be added to the total invoice amount. Optionally, it is possible to define default VAT percentages per material type. This can be useful if there are different VAT percentages per material type.

For example:

VAT percent code	Percent	Description
NOVAT	00.00	No VAT
BOOKS	18.00	VAT for Books
SERIA	16.50	VAT for Serials

If you are interested in this functionality, fill in the chart in the parallel section of the Customer's Reply Form.

8 EDI (Electronic Data Interchange)

ALEPH supports use of EDItEUR, which is a subset of UN/EDIFACT. EDItEUR has been developed for the commerce in books and serials by the international group that coordinates the development of the standards infrastructure for electronic commerce in the book and serials industries.

ALEPH supports the following EDI message types.

Outgoing Messages from the library to vendors:

- Purchase order (online and batch) - EDI message type: ORDERS.
- Order cancellation (online) - EDI message type: ORDCHG.
- Order claims for various order types: monographs (online and batch), serials (online) and standing orders (online) - EDI message type: OSTENQ.
- Serial issues claims (online and batch) - EDI message type: OSTENQ.

Incoming messages from vendors to the library:

- Serials and monographs invoice - EDI message type: INVOIC.
- Orders/claims response for serials and monographs - EDI message type: ORDRSP.
- Serials issues automatic check-in message – EDI message type: DESADV

Do you want to use the EDI functionality? Reply in the parallel section of the Customer's Reply Form.

9 Customer's Comments

Fill in the Excel Acquisitions Customer Reply Form [companion spreadsheet] as required.