



EBSCO EDI Invoice Enablement Guide-ExLibris ALMA

EDI Invoices for Serials are available for customers using the ExLibris ALMA Library Management System. Loading EDI Invoices into ALMA reduces manual work and improves accuracy.

At no additional cost, EBSCO will provide support for setup, testing and production from a team of staff including your Account Services Manager, EBSCO Library Automation Manager, and EBSCO ILS Technical Support staff.

In some instances, it may also be necessary to contact your ExLibris support team for additional assistance. When necessary, EBSCO staff is also available to work with ExLibris to resolve issues.

Prerequisites

To support EDI for a specific vendor, the vendor itself must be defined properly as an “EDI Vendor” within your ALMA system. Details on this setup can be found in your “*ALMA Acquisitions Guide*” provided by ExLibris.

The following prerequisites are necessary for successfully establishing EDI Invoicing:

1. **ALMA Order Number (POL Number) in EBSCO:** The unique ALMA order number (POL) must be stored in the EBSCO system for each of your active orders.

NOTE: EBSCO can provide an excel spreadsheet listing the current ILS Order number on record for your active orders. Please review this file and add any necessary updates to the column called “New ILS Number”. Return the completed file via email to your Account Service Representative and we will update our records prior to testing.

2. **EBSCO Order Number in the ALMA record:** The EBSCO Order Number must be present in the Vendor Order No. field in ALMA for each subscription record before you can use this as a match point; however, it is not required. Please consult with your EBSCO Account Service Representative for additional information if needed.

Setup

For the EDI invoice load process, you will need the following information added to the “EDI Information” tab in the EBSCO “Vendor Details” Record in ALMA:

- **Vendor EDI Code** - Our default *Vendor EDI Code* is **EBSCO**. If you have already established a different Vendor Code, please provide us with the code name(s) and the corresponding EBSCO account number(s). Any Vendor Code will work, it just needs to be agreed and be present in both the ALMA and EBSCO records.
- **Customer's EDI Code** - (three alphabetical and four numeric characters) NOTE: EBSCO will supply you this number prior to testing.
- **Customer's EDI Code Type** - **91**



Options for Tax and Service Charge – You will need to specify your preference prior to testing:

1. Invoice Level
2. Line detail section

NOTE: Alma does not require a maximum invoice line limit; however we recommend a limit of 500 lines per invoice. If you do not wish to use the 500 line limit, please let us know.

Email Alert - EBSCO will send an email alert when your invoice files are available for pickup. You can have up to two email addresses receive this alert.

Frequency of EDI Invoices – EBSCO can limit your EDI Invoice to the “Main Renewal Invoice” (with no supplemental invoicing), or you can receive all invoices via EDI.

[EDI Transfer via FTP](#)

EBSCO EDI Invoices are transferred via FTP. We will supply your unique UserID and Password prior to testing.

In order to complete an FTP file transfer, you will need to enter the following information:

- FTP Server: <ftp1.ebsco.com> (all lower-case)
- USERID: To be supplied
- PASSWORD: To be supplied
- SUB-DIRECTORY (Input Directory Field in ALMA): Invoices (please note the directory name should start with a capital “I”)
- TRANSFER TYPE: ASCII

NOTE: ExLibris has documented that the ftp server details should be lower-case.


[EBSCONET](#)

EDI Files are also available in your EBSCONET account for 90 days.

[FTP Naming Convention](#)

Once an EDI Invoice file is retrieved from the FTP Directory, ALMA will rename the file with a new “.handled” extension to avoid retrieving the file again. (See screenshot below)

Index of ftp://ftp1.ebsco.com/Invoices/

 [Up to higher level directory](#)

Name	Size	Last Modified
 ALM0037.R052914.T095748.INV1671.eb-1401745860868.handled	4 KB	5/29/2014 10:00:00 AM
 ALM0037.R062014.T110613.INV	1 KB	6/20/2014 11:06:00 AM
 ALM0037.R062014.T110714.INV	176 KB	6/20/2014 11:07:00 AM
 ALM0037.R062014.T110753.INV	1 KB	6/20/2014 11:08:00 AM
 ALM0037.R062014.T110846.INV	1 KB	6/20/2014 11:09:00 AM
 ALM0037.R062014.T110926.INV	1 KB	6/20/2014 11:09:00 AM
 ALM0037.R062014.T111007.INV	1 KB	6/20/2014 11:10:00 AM
 ALM0037.R062014.T111134.INV	1 KB	6/20/2014 11:12:00 AM
 ALM0037.R062014.T111258.INV	4 KB	6/20/2014 11:13:00 AM
 ALM0037.R062014.T111419.INV	1 KB	6/20/2014 11:14:00 AM
 ALM0037.R062014.T111720.INV	4 KB	6/20/2014 11:17:00 AM
 ALM0037.R062014.T111801.INV	2 KB	6/20/2014 11:18:00 AM
 ALM0037.R062014.T111842.INV	2 KB	6/20/2014 11:19:00 AM
 ALM0037.R062014.T111920.INV	6 KB	6/20/2014 11:19:00 AM
 ALM0037.R062414.T151000.INV	4 KB	6/24/2014 3:10:00 PM

(Sample: EBSCO Customer FTP Directory for ALMA EDI Invoices)