



# Automated Acquisitions Guide

7.5

© 2023

## Legal Notices

© Innovative (Part of Clarivate) and/or its affiliates. All rights reserved. All trademarks shown are the property of their respective owners.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

The software and related documentation are provided under an agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of the software, unless required by law for interoperability, is prohibited.

## Contents

---

<b>Setting Up EDI Ordering</b> .....	<b>1</b>
About the Polaris EDI Agent Job .....	2
EDI Agent and EDIFTP Logs .....	4
Prepare for EDI Ordering .....	6
Setting Up Importing and Bulk Adding .....	10
Specify the EDI FTP transmission mode .....	13
<b>Importing Records</b> .....	<b>15</b>
Print Import Reports from the Import Jobs Queue .....	15
<b>Creating and Transmitting EDI Orders</b> .....	<b>19</b>
Ordering .....	19
Create a Purchase Order by Bulk Adding Titles .....	21
Bulk Update Purchase Order Notes .....	23
Release a purchase order .....	26
Transmit a Purchase Order Electronically .....	30
Distributing/Adjusting Invoice Charges/Credits .....	32
<b>Receiving EDI Orders</b> .....	<b>33</b>
Set up EDI invoice defaults .....	34
Receive line items from an invoice .....	38
Process EDI invoices for partial shipments .....	40
Review automatic EDI invoices .....	45
Check in New Shelf-Ready Items .....	48
<b>Receiving via EDI Advanced Shipping Notice</b> .....	<b>52</b>
Implementing ASN with an EDI Supplier .....	52
Receive Using the Advanced Shipping Notice (ASN) .....	53
Receive ASN Shipments Workform .....	58

---

Set batch print workslips option for ASN receiving .....	59
<b>Receiving Shelf-Ready Items Based on Enriched EDI Orders .....</b>	<b>61</b>
Create and Receive Based on Enriched EDI Orders .....	63
Enter the supplier’s EDI ordering data .....	63
Automatic Processes During Import .....	66
Importing and Ordering Processes .....	89
EDI File Sent Warning Message Box .....	94
<b>Processing EDI Invoices .....</b>	<b>95</b>
Invoice to Purchase Order Errors .....	95
Review automatic EDI invoices .....	96
Process EDI Invoices Workform .....	100
Process EDI invoices for partial shipments .....	101
EDI Invoice Default Dialog Box .....	106
<b>Acquisitions Shortcut Keys .....</b>	<b>108</b>
<b>Acquisitions Reports .....</b>	<b>111</b>
<b>Glossary .....</b>	<b>119</b>
<b>Index .....</b>	<b>125</b>

## Setting Up EDI Ordering

Innovative Interfaces offers a separately-licensed set of services for setting up, implementing, and supporting Electronic Data Interchange (EDI) ordering and invoicing. EDI services include support for Enriched EDI orders, shelf-ready items, and Advanced Shipping Notices (ASN). If you are interested in implementing EDI ordering through Polaris Acquisitions, contact your Polaris Site Manager.

Once you have implemented EDI with a supplier, your library can send electronic purchase orders and receive acknowledgments and invoices electronically (and advanced shipping notices, if the supplier produces them) using electronic data interchange (EDI) and Polaris Acquisitions.

After the supplier receives the EDI order, an electronic order acknowledgment is put into the library's account folder on the supplier's FTP server. If the supplier can produce Advanced Shipping Notice (ASN) files, an ASN is also put into this folder when the order is prepared for shipment.

Then, when the order is filled, the electronic invoice is put into this folder. The SQL job **PolarisEDIAgent** retrieves the files from the supplier's FTP server and loads them into a directory in Polaris, creating an invoice with the suffix **EDI**. The purchase order acknowledgment file (POA) is used to create the Electronic Purchase Order Acknowledgment report, the ASN file is used to receive shipments in bulk, and the invoice file is used to create the EDI invoice record in Polaris.

See also:

- [About the Polaris EDIAgent Job](#)
- [EDIAgent and EDIFTP Logs](#)
- [Prepare for EDI Ordering](#)
- [Setting Up Importing and Bulk Adding](#)
- [Specify the EDI FTP transmission mode](#)

---

## About the Polaris EDI Agent Job

**Tip:**

You can change the EDI Agent schedule through SQL Server Enterprise Manager. For more information on the EDI Agent and SQL jobs, see the *Administration Guide*, Default Permissions Reference.

The SQL job, Polaris EDI Agent, runs on a default schedule of 8:00 a.m. every morning and scans the supplier's FTP server looking for files in the library's directory. The EDI Agent identifies the supplier's FTP server by the address in the **FTP Address** field and the library's directory by the **Username** and **Password** fields in the Supplier record.

The first time the EDI Agent is run, it creates the **EDINew** directory (**C:\ProgramData\Polaris\[version]\datalink\EDI Agent\EDINew**) and the **EDIDone** directory (**C:\ProgramData\Polaris\[version]\datalink\EDI Agent\EDIDone**). (The datalink portion of the file path depends on how your library server is set up.)

When the EDI Agent finds electronic purchase order acknowledgment, invoice, or advanced shipping notice files in the library's account directory on the supplier's FTP server, it retrieves them and loads them into the **EDINew** directory (or any other directory specified in the Polaris Administration Acquisitions profile **Default directory**). Once the files are loaded into the SQL database, they are moved to the **EDIDone** directory. If any of these steps fail, the errors are logged in the event viewer.

If available, the files retrieved by the EDI Agent are used as follows:

- Purchase Order Acknowledgments - The purchase order acknowledgment data is used to generate the PO Acknowledgment Report, a standard report available from the Polaris Shortcut Bar. See [Acquisitions Reports](#).
- EDI Invoices - The invoice data automatically creates EDI invoices in Polaris, and you can search for these invoices by the suffix EDI. You can select the **Hold partial shipment invoices** in the EDI Defaults profile in Polaris Administration to prevent EDI invoices from being created automatically if the number of copies received does not equal the number of copies ordered on any of the line items in the invoice. You can generate these partially received invoices using the Process EDI Invoices workform. See [Set up EDI invoice defaults](#).
- Advanced Shipping Notices (ASN) - The ASN (X12 transaction set 856) is composed of data related to the shipment, orders, packages or cartons, and the items inside the cartons. When the shipment arrives, the user opens the Receive ASN

Shipments workform and receives the purchase order line items by scanning the UCC-128 barcode on the outside of the carton. See [Receive using the Advanced Shipping Notice \(ASN\)](#).

---

## EDIAGENT and EDIFTP LOGS

The EDIAGENT and EDIFTP log files are saved in the following location:

**C:\ProgramData\Polaris\[version]\Logs\SQLJobs.**

When the EDIAGENT runs, one file for each EDI-enabled Polaris supplier record will be created (or overwritten if already created for the supplier) and saved in the EDIFTP folder. If the EDIAGENT log reports a connection failure, a Polaris representative or authorized library staff member can use the supplier ID to find the file in the EDIFTP folder.

### EDIAGENT LOG and FTP MESSAGE EXAMPLES

If the FTP transmission is successful and files are retrieved, the EDIAGENT log provides information regarding the date and time the EDIAGENT ran, the information retrieved for each supplier, and the EDI Invoice e-mail sent to the library staff member. If the FTP transmission is successful, but no files were available for retrieval, the EDIAGENT log indicates that the transmission was successful, but no files were retrieved. If the FTP transmission is unsuccessful, the EDIAGENT shows the error, and the EDIFTP file for the supplier contains more details regarding the problem.

- EDIAGENT LOG - FTP TRANSMISSION SUCCESSFUL AND FILES RETRIEVED

Began Executing 2017-04-30 10:35:13

Start EDI expired data cleanup [SQLSTATE 01000]

Errno 0

finished EDI expired data cleanup [SQLSTATE 01000]

Run the EDIAGENT executable [SQLSTATE 01000]

output

Accessing FTP Server ftp.polarislibrary.com for Supplier ID: 77

InternetConnect - File Transfer on FTP Server ftp.polarislibrary.com successful.

Accessing FTP Server ftp.polarislibrary.com for Supplier ID: 234

InternetConnect - File Transfer on FTP Server ftp.polarislibrary.com successful.

Accessing FTP Server ftp.polarislibrary.com for Supplier ID: 296

InternetConnect - File Transfer on FTP Server ftp.polarislibrary.com successful.



Processing files AudioBookR2.txt

Copying file AudioBookR2.txt to Done directory

Processing files AudioGoR2.txt

Copying file AudioGoR2.txt to Done directory

Processing files BrodartR2.txt

Copying file BrodartR2.txt to Done directory

Processing files BTR2.txt

Copying file BTR2.txt to Done directory

Processing files FindAwayR2.txt

Copying file FindAwayR2.txt to Done directory

exiting EDIAgent

There were no errors in the EDIAgent process, invoice creation starting [SQLSTATE 01000]

Emailing file at location: "C:\ProgramData\Polaris\  
[version]\EDIAgent\EDIInvoiceResults\_FindawayWorld\_SAL.log" To =  
staffone@polarislibrary.com; stafftwo@polarislibrary.com From =  
yourlibrary@polarislibrary.com [SQLSTATE 01000]

Apr 30 2017 10:35AM ""C:\Program Files (x86)\Polaris\  
[version]\Bin\PolarisEmailer.exe" Newman-R2  
"staffone@polarislibrary.com;stafftwo@polarislibrary.com"  
"yourlibrary@polarislibrary.com" EDIInvoiceResults\_FindawayWorld\_SAL.log  
"C:\ProgramData\Polaris\4.1R2\EDIAgent\EDIInvoiceResults\_FindawayWorld\_  
SAL.log"" [SQLSTATE 01000]

output

(null)

Apr 30 2017 10:35AM Edi Agent Invoice Creation Successful [SQLSTATE 01000]

Apr 30 2017 10:35AM Edi Agent completed with no errors. [SQLSTATE 01000]

- **EDIAgent Log - FTP successful, but no files retrieved**

Starting EDIFTP - 4/17/2017 9:24:56 AM

Number of files retrieved: 0

Finishing EDIFTP - 4/17/2017 9:24:57 AM

- **FTP message - FTP successful, but no files created in Polaris**
- EDI Agent Log - FTP unsuccessful

Starting EDIFTP - 4/17/2017 9:30:21 AM

This EDI Agent FTP experienced the following error.

Exception Message: The remote server returned an error: (530) Not logged in.

Response Status: 530 Not logged in.

If error code = 530, check username and password.

Number of files retrieved: 0

Finishing EDIFTP - 4/17/2017 9:30:22 AM

- **FTP message - FTP unsuccessful**

## Prepare for EDI Ordering

To enable EDI ordering with Polaris, your IT staff verifies that orders can be sent via FTP; your administrator grants permissions, sets EDI invoice defaults and verifies the library SAN is in the Branch workflow; and your library staff member contacts the suppliers that accept EDI orders, contacts your Polaris representative, and sets up supplier records.

### Prepare for EDI Ordering - IT Staff

- Verify that your library can send and receive files via FTP - Electronic Data Interchange (EDI) orders are sent via File Transfer Protocol (FTP), and purchase order acknowledgments and invoices are received via FTP. Therefore, your library must be able to send outbound files and receive inbound files via FTP, and staff members who send EDI orders must have the appropriate administrative settings to send an order via FTP from their workstations.
- Determine if EDI files should be transmitted in active or passive mode - When you transmit or receive files via FTP in active mode, both the server and client are required to open up ports to check for incoming traffic. This can cause problems when you are working behind a firewall. However, when you transmit or receive files via FTP in passive mode, only the server is required to open up ports for

incoming traffic. If you are working behind a firewall, transmitting and receiving via FTP in passive mode gives you a better chance of being able to connect to an FTP server.

### Prepare for EDI Ordering - Polaris Administrator

- Set the transmission mode to active or passive in Polaris Administration - Your IT staff determines whether the transmission mode should be set to active or passive. Then, the Polaris Administrator sets the Acquisitions/Serials parameter **Transmit EDI files in passive mode FTP** to **Yes** for passive mode or **No** for active mode. The parameter's default setting for all new installations of Polaris is **Yes** (passive mode). See [Specify the EDI FTP transmission mode](#).
- Grant permissions to staff who send EDI orders - Any staff member who sends EDI orders requires the permission Send electronic purchase orders. Additional permissions are required for importing, receiving shelf-ready materials, processing EDI invoices and receiving via the Advanced Shipping Notice (ASN).
- Enter the library SAN in the Branch workform - The library SAN must be entered in the Branch workform for each branch that sends EDI orders.
- Set up EDI invoice defaults - Select the EDI Invoice Defaults Acquisitions profile in Polaris Administration. See [Set up EDI invoice defaults](#).
- Verify call number setup - If you will be generating on-order items with call numbers pulled from the linked bibliographic records, verify that the Polaris Administration Cataloging profile **Bring call number fields from bib to item record when link is made** is set to **Yes**. If this profile is set to **Yes**, call number information is copied from the linked bibliographic record to the on-order items according to the settings in the Item Create Call Number Hierarchy database table. The system checks the On-order Item template's shelving scheme and assigned branch to determine the Item Create Call Number Hierarchy table settings to use. The call number information in the bibliographic record supersedes any call number information that may be in the On-order Item template. However, if the item template contains call number subfields that are not in the linked bibliographic record, the data in the template is used. For example, if the bibliographic record has a class and cutter number but no prefix or suffix, and template does contain a prefix and suffix, the resulting on-order item will contain the class and cutter number from the bib and the prefix and suffix from the template. See the Cataloging Administration PDF Guide, Copying Bib Data to Items.

- Add links to supplier databases - (Optional) You can add a link from Polaris to your suppliers' Web databases so you can access them directly from Polaris. After setting up the links, you can go to **Utilities, Acquisitions Processing, Link to supplier databases** and select the supplier. You will still need to log in with a username and password on the supplier's site. See the Acquisitions Administration PDF Guide, Add links to supplier databases.
- (Optional) If your library receives shipments via ASN, set option to print workslips. To allow purchase order line item workslips to be printed in batch from the Receive ASN Shipments workform, set the **PO line item workslips: Batch print during ASN receiving** Acquisitions parameter to **Yes** in Polaris Administration.

### Prepare for EDI Ordering - Library Staff

- Contact your suppliers that accept Polaris EDI orders - Tell the supplier your library will be sending EDI orders (X12 format) via the Polaris Integrated Library System. If you are a new Polaris customer who previously sent EDI orders using a different ILS, tell the supplier your library now uses Polaris. Then get the following information from the supplier, and record it so that you can enter it in the Supplier record in Polaris.

#### Tip:

You may also want to check the supplier's limit for the number of characters in an EDI purchase order number. Polaris automatically checks the purchase order length and blocks the release of the order if it exceeds the supplier's limit.

#### Note:

Some suppliers use the account number in the EDI transmission, while others use a SAN as the account number.

- Supplier's Standard Address Number (SAN)
- Library's Account number
- Username
- Password
- Supplier's FTP address
- Supplier's purchase order directory for incoming EDI orders

- Supplier's POA/ INV directory for outgoing purchase order acknowledgments and invoices
- Supplier's purchase order file extension
- (Optional for libraries interested in shelf-ready materials) Verify that the supplier accepts Enriched EDI Orders - If your library is interested in getting "shelf-ready" materials from the supplier, verify that the supplier accepts Enriched EDI Orders. Enriched EDI orders include additional branch-specific information so the supplier can provide embedded holdings data in the full MARC records it returns. When the MARC records are imported into Polaris, the brief bibliographic records are overlaid, and the on-order item records are updated so that the materials are ready for circulation with minimal processing. The cataloging services offered and the costs differ among suppliers. See [Enriched EDI Orders and Shelf-Ready Items](#).
- (Optional for libraries interested in receiving via the Advanced Shipping Notice) Ask if the supplier can send an Advanced Shipping Notice (ASN) - If the supplier can produce an ASN, you can receive cartons of materials by scanning a barcode on the outside of the carton. See [Receive using the Advanced Shipping Notice \(ASN\)](#).

**Important:**

If you are implementing ASN processing with a supplier to whom you have already sent EDI orders, before you enable ASN in the supplier record, make sure the **Hold partial shipment** invoices are created for the day when ASN processing will begin by following these steps:

- Ask the supplier the exact date when they will start producing ASN files.
- In the morning of the day the ASN processing will begin, wait until the Polaris EDI Agent has run and all remaining EDI invoices for that supplier have been created automatically. If your library does not process partial EDI invoices separately (the **Hold partial shipments** box is unchecked in the **EDI Invoice Defaults** profile), skip the next step.
- If the **Hold partial shipment** box is checked in the **EDI Invoice Defaults** profile for your library organization, go to the Process EDI Invoice workform as soon as the EDI Agent runs, and create the invoices for this supplier.

- After the invoices are created automatically via the EDI Agent, or manually via the Process EDI Invoices workform, enable ASN processing by checking the ASN box in the Supplier Record workform. See [Enter the supplier's EDI ordering data](#).
- Contact your Polaris Implementation or Site Manager - After getting the information from the suppliers to whom you are sending EDI orders, contact your Polaris Implementation Manager or Polaris Site Manager and tell them the names of the suppliers to which you plan to send EDI orders; whether you plan to send enriched EDI orders and receive shelf-ready materials; and whether you plan to use the Advanced Shipping Notice (ASN) for any of the suppliers that offer this functionality. Then request a license from Polaris to enable EDI ordering.
- Set up supplier records for EDI ordering - With the help of your Polaris Implementation or Site Manager, enter the supplier's account information in the Supplier record in Polaris Acquisitions. See [Enter the supplier's EDI ordering data](#).

## Setting Up Importing and Bulk Adding

Importing bibliographic records with 970 subfield data and then bulk adding them to a purchase order is the most efficient way to create purchase orders in Polaris, whether or not the orders are sent via EDI. When bibliographic records are bulk added to a purchase order, the bibliographic title-level information creates each purchase order line item, and the following subfield data in the 970 tags creates the distribution grid, or segments, for each line item:

**Note:**

The collection information, material type, and non-public note are not required to create a segment.

**Tip:**

The subfields can be in any order in the 970 tag.

- **\$l** - location (Polaris branch abbreviation)
- **\$q** - quantity
- **\$f** - fund (Polaris fund name or fund alternative name)
- **\$c** - collection (Polaris collection abbreviation)

- **\$p** - price
- **\$m** - material type (Polaris material type name or code)
- **\$n** - non-public note (appears on the Instructions to Supplier view of the Purchase Order Line Item workflow)
- **\$h** - item template code. If the supplier supports copy-level information in subfield h, it is used in the creation of on-order items. The library creates item templates with the copy-level code in the template name. When the purchase order is released, the item template codes in the purchase order line item segments are matched to the template code and create the on-order items. For more information, see the *Acquisitions Guide, Matching With Item Template Codes*.

If a price is not in the MARC record's **970 \$p**, the system checks for the price in the following tags:

- **020** - If an ISBN is present in **020 \$a**, the corresponding **020 \$c** is checked for a price. If both are found, the ISBN is copied to the purchase order line item's **ISBN** field, and the price is copied to the purchase order line item's **Unit price** field.
- **024** - If no price is found in the **020 \$c**, the system checks for a **024 \$a** with a first indicator of **3**, and if present, the corresponding **024 \$c** is checked for a price (in OCLC records, the 13-digit ISBN and the accompanying price are in the 024 tag, if the first indicator is a 3). If both are found, the number in the **024 \$a** is copied to the purchase order line item's **ISBN** field, and the price is copied to the purchase order line item's **Unit price** field.

To set up importing and bulk adding in Polaris, the Polaris Administrator grants permissions for importing and bulk adding, and sets up Administration profiles and parameters. Library staff members set up the distribution grids at suppliers' web sites and set up import profiles for acquisitions.

### Set Up Importing & Bulk Adding - Polaris Administrator

- Grant permissions to staff who manage import jobs - The Cataloging permission **Manage import jobs for this organization: Allow** should be granted to senior-level cataloging staff to allow them to stop import jobs and specify blackout times for the system or branch organization.
- Grant permissions to staff who manage import profiles - The Cataloging permissions **Import profiles: Access, Create, Modify, and Delete** should be granted to senior-level cataloging staff. It is important to limit the permissions to modify

import profiles because the correct settings are essential for successful creation of the purchase order line item segments. To copy an existing profile, a user must have the permissions: **Import profiles: Access, Create, and Modify**.

- Grant permissions to staff who import records - Staff members who import records can be granted either of the following permissions:
  - **Import bibliographic, item and authority records: Allow** - Staff members can make changes to settings on any tab in the Polaris Import Setup window. They can access the Polaris Import Setup window by selecting **Utilities, Importing, Full Import**.
  - **Express importing: Allow** - Staff members can make changes to settings on the Profile setup and the Record set tabs in the Polaris Import Setup window, but they cannot make changes on any other tab. They can access the Polaris Import Setup window by selecting **Utilities, Importing, Express Import**. This permission allows staff members to import records without full cataloging permissions.
- Grant permissions to staff members who bulk add records from record sets and create purchase orders. For information on the permissions required to order materials, see the *Acquisitions Guide*, Order Materials Permissions.

### Set Up Importing & Bulk Adding - Library Staff

- Copy the Polaris read-only profile Acquisitions bibs - Select **Utilities, Importing, Profile Manager** to open the Profiles Manager. The Acquisitions Bibs profile is already set up to: ignore MARC validation (because the incoming records are brief); check duplicates and if duplicates are found, retain the 970 tags from the brief records while keeping the full bibliographic records. Select the **Acquisitions bibs** profile, right-click, and select **Copy**. Then, for each of your suppliers, type the supplier's name or abbreviation in the **Name** box and a description for the profile in the **Description** box. For more information, see the *Cataloging Guide*, Setting Up Import Profiles .
- (Optional) **Copy the Enriched EDI Orders profile** - If you are importing records from a supplier that provides shelf-ready cataloging, select the **Enriched EDI Orders** read-only import profile, right-click, and select **Copy**. Then, name it with the supplier's name. The **Enriched EDI Orders** profile is set up to import full bibliographic records containing embedded holdings data. The holdings data auto-



matically updates on-order items to fully-cataloged items.

- Set Up Bulk Add in Polaris - Use the following Polaris Administration parameters:

**Note:**

You can clean up 970 tags that are marked as processed using the Polaris Administration profile \$9 Cleanup Utility. See the *Cataloging Administration Guide*, Set up the Subfield 9 cleanup utility.

- **Bulk Add to PO: Replace Invalid Fields with Default Data** - This parameter specifies default information that is used to create segments if data is missing in the imported records' 970 tags. If you are using a Web-based selection tool at your supplier's site, you can set this parameter to **No** so missing or inaccurate information appears in the import log, rather than creating default segments in your purchase orders.
- **Bulk add to PO/SL: Mark 970 data as processed** - Set this parameter to **Yes** so that each 970 tag is updated with a subfield 9 (\$9) indicating the date and time the tag was used to create a line item segment. If the title is ordered again using the same bibliographic record, the previous 970 tags will not be used again and new 970 tags will be used to create the purchase order line item segments. It is recommended that you leave this set to **Yes** (the default setting).
- **Bulk Add to PO: Add Alert to PO line item for multiple ISBNs**  
This parameter specifies whether the **Alert** checkbox is automatically checked for purchase order line items created from bulk-added bibliographic records with more than one ISBN. We recommend that you leave it set to **Yes** (the default).

---

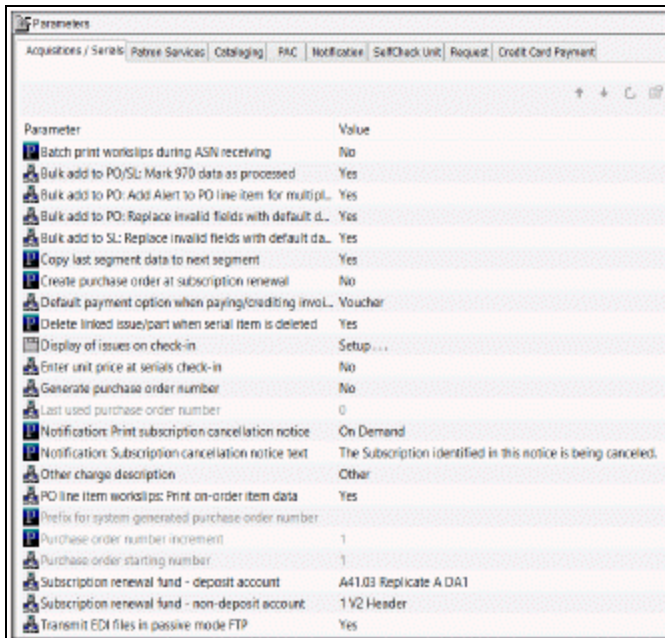
## Specify the EDI FTP transmission mode

You can specify whether EDI files are transmitted and received in passive or active mode using an Polaris Administration Acquisitions/Serials parameter that is set at the system level. The mode applies to all EDI orders and purchase order acknowledgments for all EDI suppliers.

**Note:**

For more information on active and passive FTP modes, see [Setting Up EDI Ordering](#).

1. In the Administration Explorer tree view, expand the **System** folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.



Parameter	Value
Batch print workslips during ASN receiving	No
Bulk add to PO/SL: Mark 970 data as processed	Yes
Bulk add to PO: Add Alert to PO line item for multipl...	Yes
Bulk add to PO: Replace invalid fields with default d...	Yes
Bulk add to SL: Replace invalid fields with default da...	Yes
Copy last segment data to next segment	Yes
Create purchase order at subscription renewal	No
Default payment option when paying/crediting invoL...	Voucher
Delete linked issue/part when serial item is deleted	Yes
Display of issues on check-in	Setup...
Enter unit price at serials check-in	No
Generate purchase order number	No
Last used purchase order number	0
Notification: Print subscription cancellation notice	On Demand
Notification: Subscription cancellation notice text	The Subscription identified in this notice is being canceled.
Other charge description	Other
PO line item workslip: Print on-order item data	Yes
Prefix for system generated purchase order number	
Purchase order number increment	1
Purchase order starting number	1
Subscription renewal fund - deposit account	A41.03 Replicate A DA1
Subscription renewal fund - non-deposit account	1 Y2 Header
Transmit EDI files in passive mode FTP	Yes

3. Double-click **Transmit EDI files in passive mode FTP**.
4. Select **Yes** to transmit EDI files in passive mode, or **No** to transmit files in active mode.
5. Select **File > Save**.

## Importing Records

When you select **Utilities > Importing** from the Polaris Shortcut Bar, there are two options for importing: **Express Import** and **Full Import**. If you select **Express Import**, you can change settings on the Profile Setup and Record Set tabs, but you cannot change the settings for bibliographic, authority, or item records. If you select **Full Import**, you can change settings on all the tabs in the Polaris Import Setup window if you have the appropriate permissions.

### Notes:

- Separate permissions control express and full importing. For more information, see the *Cataloging Administration Guide*.
- When importing MARC records, the system assumes the staff member conducting the import has access to any record sets defined in the import profile. The system creates or modifies record sets according to the profile configuration and not based on the staff member's permissions.

Before you can import MARC or MARCXML records, they must be downloaded from the cataloging source or materials vendor and saved in a file on your computer's desktop or in another location where you can easily find them. To select the file or files to be imported, you click **Add** in the Polaris Import Setup window, and locate the file(s). If the profile was saved with a specific import file name, the file is selected automatically (if it exists). If the profile was saved with a directory location for the source files, the window opens to that directory.

### Note:

Importing large quantities of records may slow response times for other processes in Polaris. Therefore, you may want to start the import process when the library is closed and when it will not interfere with scheduled system backups.

---

## Print Import Reports from the Import Jobs Queue

If you want details regarding a specific import job, you can print an import report in pdf format from the Import Jobs Queue. The Import Jobs Queue lists import jobs for both

bibliographic and authority records.

**Tip:**

You can also print the New Titles Imported report from the Cataloging Reports menu. The New Titles Imported report shows the titles that were imported for an organization or organizations within a specific time period. For more information, search Polaris help for "Cataloging Reports."

To print details of an import job from the Import Jobs Queue:

1. Select **Utilities > Importing > Import Jobs Queue**.

The Import Jobs Queue dialog box displays the details for each import job.

2. Double-click the import job you want to print. Or, select the import job and click the **Report** button, or right-click and select **Print Report**.
3. Select **File > Print** from the menu.

The Import Report pdf appears in the preview window.

4. Select **File > Print** to print the report displayed in the preview window.

**Tip:**

Import reports are not saved to the local computer. To save a copy of the report, open the report from the Import Jobs Queue, select **File > Save As**, and type a file name and path.

## Import Report

The first section of the report lists the selected import options and the user ID of the staff member who imported the files.

Import Report		
File:	C:\Users\ \Downloads\DeleteTagTest.mrc	
Import type:	Full	Source: MARC File
Submitted date:	3/21/2013 1:37:48 PM	Scheduled date:
Profile used:	Polaris default	
Branch:	Saratoga Springs Public Library	
User:	User	Stopped by user: No
Workstation:		Stopped by system: No
Vendor account:	(None)	
Bibliographic save option:	Save as final	
Record owner:	QA-Plato 4.1 R2	Display in PAC: Yes
Delete data:	Yes	Use system deletion rules: Yes Do Not Overlay: No
MARC validation:	Perform validation. If errors are found, ignore and save record as final.	
Authority control:	No authority control	
Duplicate detection:	Perform duplicate detection. If errors are found, ignore and save record as final.	
Use system duplicate rules:	Yes	
Deletion tag	Indicator one	Indicator two
19	blank,0,1,2,3,4,5,6,7,8,9	blank,0,1,2,3,4,5,6,7,8,9
29	blank,0,1,2,3,4,5,6,7,8,9	blank,0,1,2,3,4,5,6,7,8,9
938	blank,0,1,2,3,4,5,6,7,8,9	blank,0,1,2,3,4,5,6,7,8,9
948	blank,0,1,2,3,4,5,6,7,8,9	blank,0,1,2,3,4,5,6,7,8,9
952	blank,0,1,2,3,4,5,6,7,8,9	blank,0,1,2,3,4,5,6,7,8,9
994	blank,0,1,2,3,4,5,6,7,8,9	blank,0,1,2,3,4,5,6,7,8,9

Following the import options, the report provides details for records that were imported, such as: MARC validation issues; duplicate detection and overlay; item records created; tags deleted from incoming records; tags retained from duplicate records; conflicts when the same tag is selected for deletion and retention; and resource entities created (for ebooks).

Import Report		
Bibliographic record: 914999		
Title: A catalogue of the pictures, sculptures, models, drawings, prints, &c. exhibited by the Society of Artists of Great Britain, at the Great Room in Spring-Garden, Charing-Cross, May the 9th, 1761. (Being the second year of their exhibition.)		
Begin time:	3/21/2013 1:38:00 PM	Record status: Final
End time:	3/21/2013 1:38:01 PM	LDR status: c
Record set: DeleteTagText1 - F (QA-Plate 4.1 R2)		
Duplicate	Reason	Title
914888	AuthorTitle>Title/260 \$c	A catalogue of the pictures, sculptures, models, drawings, prints, &c. exhibited by the Society of Artists of Great Britain, at the Great Room in Spring-Garden, Charing-Cross, May the 9th, 1761. (Being the second year of their exhibition.)
914992	Rule group 2;AuthorTitle>Title/260 \$c	A catalogue of the pictures, sculptures, models, drawings, prints, &c. exhibited by the Society of Artists of Great Britain, at the Great Room in Spring-Garden, Charing-Cross, May the 9th, 1761. (Being the second year of their exhibition.)
Message(s)		
Tag was deleted from incoming record: 938 #aKrtac Technologies, Inc.zbKRTS#529450		
Tag was deleted from incoming record: 948 #hNO HOLDINGS IN GBR - 10 OTHER HOLDINGS		
Tag was deleted from incoming record: 952 #a4968910#zYUS#bYALE UNIV LIBR#Full OCLC member#z.CC#u20121220		
Tag was deleted from incoming record: 952 #a229209101#zHJV#bHUNTINGTON LIBR ART & BOTANICAL GARDEN#Full#u20100729		
Tag was deleted from incoming record: 952 #a612564927#zHGH#bHARVARD UNIV. HOUGHTON LIBR#Less-than-full batch#u20100919		
Tag was deleted from incoming record: 952 #a702795849#zYUS#bYALE UNIV LIBR#Full#u20102029		
Tag was deleted from incoming record: 994 #aZ0#bGBR		
Bibliographic record: 915000		
Title: A garden for all seasons : choosing the best plants for wonderful spring, summer, autumn and winter displays		
Begin time:	3/21/2013 1:38:01 PM	Record status: Final
End time:	3/21/2013 1:38:02 PM	LDR status: c
Record set: DeleteTagText1 - F (QA-Plate 4.1 R2)		
Duplicate	Reason	Title
914889	ISBN.AuthorTitle>Title/260 \$c:Just Title and	A garden for all seasons : choosing the best plants for wonderful spring, summer, autumn and winter displays

The last section lists the import statistics.

Import Report			
IMPORT STATISTICS			
Begin time:	3/27/2013 10:46:00 AM	End time:	3/27/2013 10:46:40 AM
Bibliographic records:			
Final:	12	Provisional:	9
Deleted:	0	Rejected:	0
Updated records:	0	Resource entities created on new records: 0	
		Resource entities created on updated records: 0	
Authority records:			
Final:	0	Provisional:	0
Deleted:	0	Rejected:	0
Remote authority control generated:	0	System generated:	30
Item records:			
Final:	0	Provisional:	0
Updated:	0	Rejected:	0
Total records read from file:	21		
Total records created:	51		

## Creating and Transmitting EDI Orders

Polaris allows you to create orders using various methods. For the basic workflow to create orders, see [Ordering](#). If you have set up the linked supplier for EDI, you can send an order via EDI. Follow the workflow in [Create a Purchase Order by Bulk Adding Titles](#) for an automated method of creating purchase orders. Read the following sections for more information:

[Ordering](#)

[Create a purchase order by bulk adding titles](#)

[Bulk Update Purchase Order Notes](#)

[Release a Purchase Order](#)

[Transmit a Purchase Order Electronically](#)

[Distributing/Adjusting Invoice Charges/Credits](#)

---

### Ordering

You have several options for ordering items, depending on your library's acquisitions workflow and whether orders are emailed, faxed, or transmitted via electronic data interchange (EDI). The basic steps involved in ordering are outlined below.

1. Select titles and save the bibliographic records in Polaris using one of these methods:
  - Select titles on the supplier's website - Select the titles on the supplier's website using the distribution grid set up with your library's location, collection, and fund information. If your Polaris administrator has added the links, you can go to your suppliers' websites by selecting **Utilities > Link to Supplier Databases**.
  - Download the brief MARC records for the selected titles - Save the records to your desktop or another file location.
  - Import the brief MARC records into Polaris - Select **Utilities > Importing > Express Import** or **Full Import** and select the **Acquisitions Bibs** profile, or an import profile named for the supplier. In the import setup, you specify the

record set where all the bibliographic records are gathered. For more information, see the Cataloging PDF Guide.

2. Create a purchase order in Polaris using one of the following methods:

**Tip:**

For information about the types of orders you can create in Polaris, see the *Acquisitions Guide*, Creating Purchase Orders .

- Bulk add titles to the purchase order - Download bibliographic records from your supplier, import them into record sets, and bulk add titles to the purchase order. The distribution segments are created automatically from 970 tags in the bibliographic records.
- Create a new blank purchase order - Select **File > New** from the Polaris Shortcut Bar, and select a template, or create a new, blank purchase order. Add purchase order lines and segments manually. Line items contain information about the titles you are ordering. Each line item contains at least one segment with the distribution and fund information for the copies of that title.
- Copy an existing purchase order - Save the new purchase order with a different number.

**Tip:**

You can also bulk add titles to a selection list and then copy them to a purchase order.

- Copy selection list lines to a new or existing purchase order
  - Use Polaris Titles to Go - Query a supplier's site and bring back title information to create purchase order line items.
  - Renew a subscription in Serials - Purchase orders are created automatically when subscriptions are renewed if the parameter **Create Purchase Order at subscription renewal** is set to **Yes** in Polaris Administration. See the *Serials Guide*.
3. Release the purchase order, and specify the payment method.
  4. Send the purchase order to the supplier using one of these methods:



- Fax
- Email
- Electronic data interchange (EDI)-The supplier produces an electronic order acknowledgment that is retrieved by the Polaris EDI Agent. You can generate the Electronic PO Acknowledgment report from the EDI acknowledgment files. See the *Polaris Basics Guide*.

**Important:**

Your library may have collection development programs where suppliers send many titles of a specific type or genre, but the titles are not known until you receive the order. In these cases, you can create an invoice without a purchase order and give it an order type of **Approval Plan** or **Blanket Order**. Your library may refer to these types of orders as *standing orders*. However, in Polaris, the order type **Standing Order** is used only with serials. See the *Acquisitions Guide*, *Creating Purchase Orders*.

See also:

- [Importing and Ordering Processes](#)

## Create a Purchase Order by Bulk Adding Titles

To bulk-add titles from a record set to a purchase order, the bibliographic records must include 970 tags. For more information, see [The Bulk Add Process](#).

**Important:**

When you import bibliographic records with 970 tags, bulk add them to a purchase order as soon as possible because another user could add 970 tags to the same bibliographic record before your 970 tags are updated with \$9, indicating they are processed. See the *Acquisitions Administration Guide*.

To create a purchase order and add multiple titles at once:

**Tip:**

To focus the search for the record set, select **Type** in the **Limit by** box and **Bibliographic** in the **Value** box. If you know you want to add all the records

in the record set to the purchase order, select the record set in the Find Tool results list, right-click and select **Add to purchase order > New**.

1. Select **Cataloging > Record Sets** from the Polaris Shortcut Bar.

The Find Tool appears.

2. Search for and select the bibliographic record set.

**Note:**

Provisional records cannot be used in the bulk add process.

The bibliographic record set workform appears.

3. Select **Add all records to New Purchase Order** or highlight specific records in the list, and choose **Add selected records to New Purchase Order**.

The Add to New Purchase Order dialog box appears.

4. Choose one of the following options:

- To use a template, click **Find** next to the **Template** box, and use the Find Tool to locate and select a purchase order template. The supplier, branch, order type, and payment method are defined in the template. However, if the purchase order template has a default line item with distribution data in segments, the segments in the template are not used in the bulk add process. Only the data in the 970 tags or the bulk add defaults (if the parameter is set to use this information) create the distribution information in the segments.
- To create the order without a template, select an option in the **Ordered at, Type** and **Method** boxes, and click **Find** next to the **Supplier** box to search for and select a supplier.

**Important:**

If you want the bulk add report to list records that did not get bulk added because they lacked the correct location, collection, material type, or fund data in the 970 tags, set the Polaris Administration Acquisitions parameter **Bulk Add to PO: Replace Invalid Fields with Default data** to **No**. In this case, the defaults will not be used, so you do not need to specify defaults for the material type, destination, collection, or fund.

5. (Optional) Select the default values in the **Material type, Destination, and Collection** boxes.

6. (Optional) Click **Find** next to the **Fund** box, and use the Find Tool to search for and select the default fund.
7. Type the defaults values in the **Quantity**, **List price**, and **Discount (%)** boxes.
8. Type a path and name for the error report file in the **File name** box, or click **Browse**, browse to the path, and enter a name for the file.
9. Click **OK** to start the bulk add process.

A message box shows the progress of the bulk add process. When the processing is complete, a dialog box appears.

10. Click **OK** to acknowledge the message.

**Tip:**

Print the error report each time you bulk add records to a purchase order, and refer to it while editing the purchase order.

11. Open the error report to see where substitutions were made.
12. Use the Find Tool to search for and select the purchase order that you created using bulk add.

The purchase order is displayed in the Purchase Order workflow.

13. Edit the purchase order as necessary, and select **File > Save**.

See also:

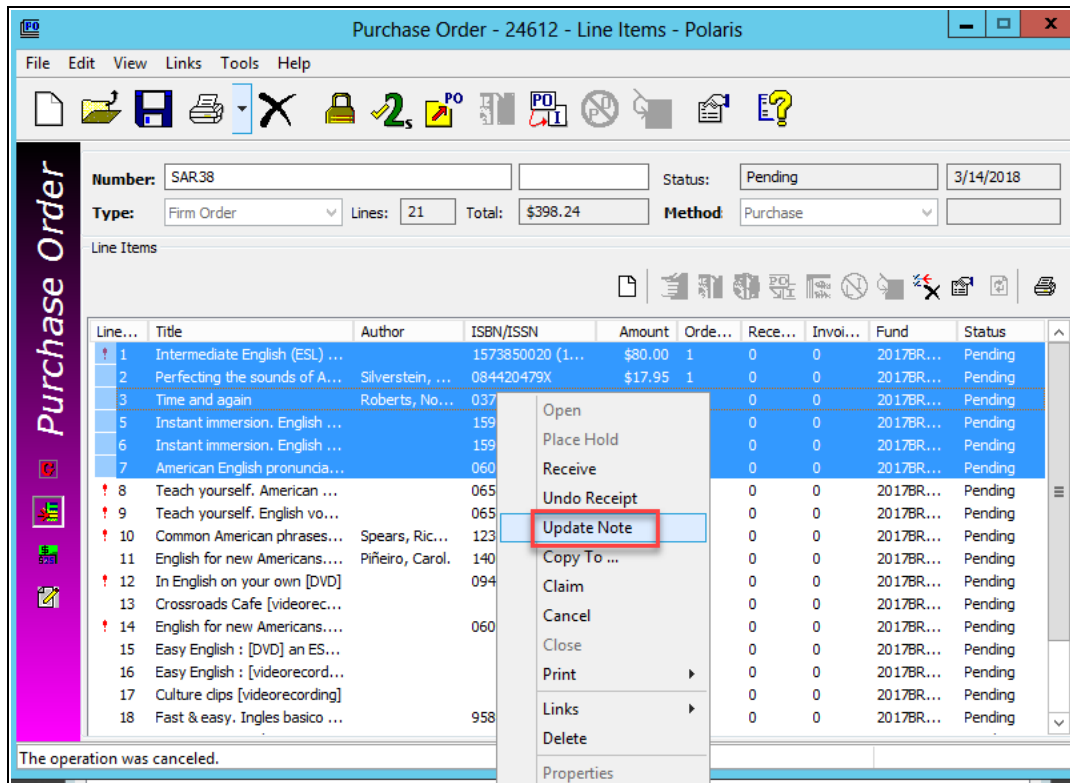
- [The Bulk Add Process](#)

---

## Bulk Update Purchase Order Notes

You can update purchase order line item notes in bulk from the Line Item view in the Purchase Order workflow.

The **Update Note** option is in the right-click menu for purchase order line items. You can select one or more notes to update with this option.

**Note:**

This menu option is not enabled if any of the selected purchase order line items have a status of Closed.

Selecting this option will open the **Update Notes** dialog with two note types:

- **Public Note**
- **Non-Public Note**

Both note types have the following options:

- **Replace** - replaces the existing note.
- **Prepend** - inserts the new note and a blank line before the existing note.

- **Append** - inserts a blank line and the new note after the existing note.

If Replace is selected and text is not entered in the note field, the existing note will be deleted.

Notes longer than 255 characters will be truncated to 255.

If prepending or appending causes a note to be larger than 255 characters, you will see the following message:

- Yes - updates the note(s).
- No - returns you to the Purchase order updating only the line items where the data would not be truncated. The above message will appear for each line item that may be truncated.
- Cancel - returns the user to the purchase order with the line item(s) still highlighted.

---

## Release a purchase order

To release a purchase order:

**Important:**

If you attempt to release a purchase order that has a purchase order number exceeding the supplier's limit, you will be unable to release the order.

Open the Purchase Order workflow.

Select **Tools > Release** from the menu bar or click .

If no issues were found with the purchase order, a message box appears with the prompt to generate on-order items. For information about additional messages that may appear when you release a purchase order, see [Additional Messages and Alerts](#).

- Generate item records - If the purchase order is not a standing order or subscription, a message asks if you want to generate item records. Click **Yes** if you want the items to appear with the circulation status On-Order in the public access catalog, click **No** if you do not want to generate item records, or click **Cancel** to stop the purchase order release. If you generate items, the purchase order information is transferred to the Source and Acquisition view of the Item Record workflow. The invoice number is displayed on this view when the invoice is paid. For more information, see the *Cataloging Guide*.

**Important:**

If the bibliographic records linked to the on-order items have call numbers, and the Polaris Administration Cataloging profile **Bring call number fields from bib to item record when link is made** is set to **Yes**, the call number information is copied to the linked on-order item records according to settings in the Item Create Call Number Hierarchy database table.

**Note:**

When the purchase order is released and on-order items are generated, the **Unit price** (list price) displayed in each of the purchase order line items is copied to the on-order items, not the discount price.

**Important:**

If you are releasing an enriched EDI order so that you receive shelf-ready items from the supplier, you should generate on-order items so that the items retain the link to the purchase order line item segment when they are updated to shelf-ready items. If you do not create on-order items, you can still import bibliographic records with embedded holdings data to create shelf-ready items, but they will not be linked to a purchase order line item segment. Only shelf-ready items that are linked to a purchase order line item segment can be checked in and received using the Check In Shelf-Ready Materials workflow.

When the Payment Options dialog box appears, select **Pay on receipt of invoice** or **Prepay** on the Payment Options dialog box.

If you chose **Prepay**, the Payment Options dialog box expands to display the Payment Methods frame. You can select **Check** or **Voucher**, type the check or voucher number, and select the date, but this information is not required to prepay the order.

Click **OK** on the Payment Options dialog box.

When the purchase order is released successfully, the following events occur:

- The status of the order in the order status box changes from **Pending** to **Released** (or **Continuing** if the order type is standing order or subscription).
- The purchase order is saved with the original purchase order number and purchase order number suffix, but these can be changed after the order is released. If the purchase order number and/or suffix is changed, the Properties sheet displays the original purchase order and suffix. The purchase order number/suffix is updated for any linked on-order item records.
- The date of the release appears.

**Tip:**

If the purchase order is linked to a foreign supplier, the amounts encumbered or expended are converted to the base currency according to the current exchange rate, and the amounts are posted in the linked funds in the base currency.

- If you selected the **Pay on receipt of invoice** checkbox, the appropriate funds are encumbered.

- If you selected **Prepaid**, the appropriate funds are expended, and an invoice is automatically created.
- If the purchase order has a payment method of depository agreement, the appropriate funds are debited, and an invoice is automatically created.
- If you chose to create item records upon release, the item records are created with a circulation status of on-order. The **List price** in the purchase order line items (not the discount price) is copied to the on-order items.
- The status bar indicates that the order was released successfully.

### Additional Messages and Alerts

The following messages and alerts may appear when you release a purchase order:

- Purchase order release alert - There are linked bibliographic records without an ISBN, or with the **Display in PAC** box unchecked. Click **Display in PAC** to check the box in the bibliographic record and click **Continue** to release the purchase order, or click **Cancel** and edit the line items before releasing the purchase order.

#### Tip:

To change the **Display in PAC** setting in the linked bibliographic records, you must have the permission **Modify a bib record from acquisitions and serials**. See the *Acquisitions Administration Guide*.

#### Important:

If you order using EDI, a line item may be rejected and automatically cancelled by the supplier if it is missing an ISBN/ISSN. Check your supplier's requirements.

- This supplier accepts EDI orders - If the supplier linked to the purchase order accepts EDI orders, a message reminds you to send the order. Click **OK** to close the message box.

#### Tip:

Releasing the order does not automatically send it via EDI; select **File > Send** from the Purchase Order workform. See [Transmit a purchase order electronically](#).

- This supplier cannot accept orders where the PO number exceeds [X] characters. - If the supplier linked to the purchase order has a limit on the length of the



purchase order number allowed for EDI orders, a message tells you to change the purchase order number to be less than or equal to the supplier's EDI purchase order number maximum length.

**Tip:**

Polaris attempts to match each released line item segment with an existing item template. See the *Acquisitions Guide, Creating On-Order Item Templates*.

- The following item templates are missing required fields. - If the system cannot find an item template to match the branch, collection, and material type, the Item Record Creation error message box appears. It lists the missing required fields and alerts you that no item records will be created if a template cannot be found.
  - Click **No** to cancel the release operation. Create an on order item template if none exists, or correct an existing one in the Cataloging subsystem. See the *Acquisition Guide, Creating On-Order Item Templates*.
  - Click **Yes** to release the purchase order without creating item records. An error condition will result. Even in the event an item template code match is done, no item template will be found. You can create the item records when the items are received, although if you are outsourcing your cataloging through enriched EDI, correcting the error is encouraged.
- Foreign currencies - If the linked supplier uses a currency other than your base currency, the currency code appears next to **Amount**; for example, **Amount (USD)** if your base currency is Canadian Dollars, and the linked supplier uses U.S. dollars. If you need to change the exchange rate, click **Cancel** and select **Utilities > Update Currency Exchange Rate**. You must have the Polaris Acquisitions permission **Adjust currency exchange rate: Allow**. See the *Acquisitions Guide, Update the currency exchange rate for a foreign currency*.
  - Exceeding or adjusting encumbrance limits - If you selected **Pay on receipt of invoice**, a dialog box appears if there is insufficient money in the fund.
  - Click **OK** to continue. The Overencumbrance List dialog box appears.
  - Click **Continue** to overencumber the funds and exceed the negative free balance. You must have the permission **Release order exceeding fund encumbrance limits**.

- Click **Adjust Funds** to adjust the fund limits in the fund record. See [Adjust fund limits](#). Then, you can release the purchase order.
- Exceeding or adjusting expenditure limits - If you selected **Prepay**, and there is insufficient money in the fund or if the fund expenditure limits will be exceeded, the Overexpenditure List dialog box appears.
  - Click **Continue** and release the order. You must have the permission **Release order exceeding fund expenditure limits**.
  - Select a fund and click **Adjust Funds** to make changes in the fund. See [Adjust fund limits](#).

## Transmit a Purchase Order Electronically

After a purchase order is released, you can send it electronically if the supplier accepts purchase orders via Electronic Data Interchange (EDI).

### **Important:**

To communicate with a supplier via EDI, you must first contact your Polaris Site Manager or Implementation Manager to obtain a license, then contact your supplier and get specific information to set up EDI ordering in Polaris. See the *Acquisitions Administration Guide*. Then, set up the supplier record with the information you gathered. See [Enter the supplier's EDI ordering data](#).

To send a purchase order to a supplier via Electronic Data Interchange (EDI):

### **Important:**

Check with your supplier to find out if ISBNs are required in purchase order line items.

1. Open the Purchase Order workform.
2. Select **File > Send**.

The purchase order is sent electronically via EDI.

3. To see details about the file transmission, select **View > Charges**. The Charges view displays the **EDI file name**, **Date created**, and **Time created** boxes filled in.

### Related Information

- Retransmitting a purchase order - If you get the EDI File Sent Warning message that the purchase order was transmitted to the supplier, click Continue to retransmit the purchase order, or click Cancel if you do not want to retransmit the order.

**Note:**

You may want to check with your supplier before retransmitting the order, to avoid filling the order twice.

- Enriched EDI Ordering overview - See [Enriched EDI Orders and Shelf-Ready Items](#).
- Setting up EDI ordering - To communicate with a supplier via EDI, you must first contact your Polaris Site Manager or Implementation Manager to obtain a license. Then contact the supplier and get specific information to enter in Polaris. See the *Acquisitions Administration Guide*.
- Entering EDI information in the Supplier record - Set up the supplier record with the information you gathered from the supplier. See [Enter the supplier's EDI ordering data](#).
- Polaris EDI Agent - The Polaris EDI Agent is a SQL job that scans the supplier's file transfer protocol (FTP) server for files in the library's directory, retrieves the files, and saves them in the Polaris database. For more information, see the *Acquisitions Administration Guide*.
- Electronic Purchase Order Acknowledgment - After the supplier receives the EDI purchase order, if the supplier uses EDI confirmations instead of email, an electronic purchase order acknowledgment is placed on the supplier's FTP server. The Polaris EDI Agent retrieves the file and saves it in a directory on the library's server. You can generate the Electronic Purchase Order Acknowledgment from the Utilities menu. See the *Polaris Basics Guide*.
- Receiving the EDI invoice - After the purchase order is received, the supplier puts an invoice on their FTP server. The Polaris EDI Agent picks up the file and uses the data in the invoice file to create one or more invoice records in Polaris. For more information, see [Review automatic EDI invoices](#).

---

## Distributing/Adjusting Invoice Charges/Credits

You can distribute charges, credits, and discounts across multiple line items and segments within an invoice. Distributing charges is useful for libraries that do not use a centralized fund to pay for the charges on the invoice. For example, the supplier charges a certain amount for shipping the entire order, but each branch has its own fund from which it pays shipping charges. You can distribute the shipping charges equally among all the line items' segments within the invoice. Similarly, a discount or credit can be applied to all the invoice lines.

You may find that your paper invoice from the supplier does not match the invoice in Polaris. In this case, you can adjust the amount of a charge or credit on an individual segment of the open Polaris invoice by typing the amount in the appropriate box on the Charges tabbed page of the invoice line item segment.

When distributing charges or credits, Polaris treats prepaid and open invoices differently. Since prepaid invoices have transactions already posted to linked funds, distributing charges or credits across a prepaid invoice causes fund adjustments. With open invoices, the funds have not been expended, so no funds are adjusted.

See also:

- The Acquisitions PDF Guide, Distributing Charges
- The Acquisitions PDF Guide, Distributing Credits and Discounts

## Receiving EDI Orders

You can receive EDI orders in various ways depending on your library's workflow and your supplier's process. Most EDI receiving methods are set in the EDI Invoice Defaults profile in Polaris Administration. If a supplier record has the ASN Shipments box checked, automatic EDI invoices are not created for that supplier until the materials have been received via ASN.

Receive an EDI order automatically - To use this method, the **Update linked purchase order line items to received** box must be selected on the **EDI Invoice Defaults** profile in Polaris Administration. As soon as the Polaris EDI invoice is automatically created from the supplier's invoice file, the linked purchase order line items are updated to a Received status. The **EDI Invoice Defaults** profile can also be set to update the circulation status of the linked on-order items. If you do not want partial shipment invoices to be created automatically, you can select the **Hold partial shipments** option. See [Set up EDI invoice defaults](#).

Receive an EDI order from the invoice - If your library policy requires the shipment of materials to be at the library before the order is received, leave the **Update linked PO line item to received** box unchecked in the **EDI Invoice Defaults** profile. See [Set up EDI invoice defaults](#). The EDI invoice is still created automatically, but the linked purchase order line items are not received automatically. See [Receive line items from an invoice](#).

Receive an EDI order from the Receive ASN Shipments workform - If the supplier can provide an ASN (X12 transaction set 856) with shipment information, you can receive materials by scanning the tracking barcode on the outside of the carton. You create and transmit an order to a supplier that produces ASN files the same way you create and send any EDI order. The linked supplier record contains the ASN setting. After the EDI order is received and processed, the supplier outputs the ASN file to the library's directory on the supplier's FTP server. The Polaris EDI Agent utility scans this directory, retrieves the ASN file, and loads the data into Polaris. See [Receiving via EDI Advanced Shipping Notice](#).

Receive an Enriched EDI order from the Check In Shelf-Ready materials workform - If your library sends enriched EDI orders, circulation staff can receive shipments of shelf-ready items, which updates the circulation status of the items so they can circulate and receives the linked purchase order line item segments at the same time. See [Checking In Shelf-Ready Items](#).

See the following topics for more information:

[Set up EDI invoice defaults](#)

[Receive Line Items from an Invoice](#)

[Process EDI Invoices for Partial Shipments](#)

[Review Automatic EDI Invoices](#)

[Check In New Shelf-Ready Items](#)

---

## Set up EDI invoice defaults

When the EDI invoice is created, the invoice line items are automatically linked to purchase order lines, if there is a matching purchase order line item. Additionally, you can set up invoice defaults that create an invoice line item if no matching purchase order line item is found. The **EDI Invoice Defaults** profile can be set to update the linked purchase order line item to received as soon as the invoice is saved in the Polaris database, or you can choose not to automatically receive the purchase order line item, and receive later when the shipment arrives.

If no matching bibliographic record is found, the invoice line item is created using all the information in the EDI Invoice Defaults profile. Polaris searches for a matching ISBN in the database, and if one is found, the invoice line item is created from the title information in the bibliographic record and the information in the EDI Invoice Defaults profile. If the default information is used to create an invoice line item, it appears on the error log, so you can update the invoice line item with accurate information.

**Note:**

When the defaults are used to create an invoice line item, an exclamation point appears next to the line item in the Find Tool results list and the line items view of the Invoice workflow.

The dialog box for the EDI Invoice defaults profile also includes options for automatically updating the linked purchase order line item, loading header funds, updating the item records linked to the purchase order, and preventing the automatic creation of EDI invoices when any of the line items has a quantity sent less than the quantity ordered. See the Acquisitions PDF Guide, Receiving Orders.

**Tip:**

If no matching purchase order line item can be found, or if the matching

purchase order line item has an incorrect status, a red exclamation point icon appears next to the invoice line item in results list and in the Line Items view of the Invoice workform. Check the e-mail log if you see this icon.

To set up the defaults for EDI invoices:

1. In the Administration Explorer tree view, select the organization's folder.
2. Select **Profiles** and select the **Acquisitions/Serials** tab.
3. Double-click **EDI Invoice defaults**.

The EDI Invoice Defaults dialog box appears.

4. Type the default title in the **Title** box.

**Example:**

Enter **No PO line found** in the **Title** box to indicate that the invoice line item was created using default information.

5. Select the default destination in the **Destination** box.

**Tip:**

If you have specified default funds for segments and header

charges, the funds will be updated to the new funds automatically during the fiscal year rollover process. See the Acquisitions Administration PDF Guide, Managing Fiscal Year Rollovers .

6. Select the default fund for the segment in the **Segment fund** box.

If you want an alert note to appear in the Additional Information view of the Invoice Line Item workflow when defaults are used to create an invoice line item, type a note in the **Alert note** box.

**Note:**

When defaults are used to create an invoice line item, an exclamation mark automatically appears next to an invoice line item in Find Tool search results and in the Line Items view of the Invoice workflow. You can use the alert note box to include a description for this alert, such as “This invoice line item was created using default information.” You can limit invoice line item search results by alert note.

7. Specify if you want header charges loaded automatically when EDI invoices are created:

- To load the header charges from the supplier, select the **Load supplier header charges** checkbox, and select the fund in the **Header fund** box.
- To keep the header charges from loading automatically, uncheck the **Load supplier header charges** box.

**Note:**

If you do not load the header charges automatically, you can add them and select specific funds to use for each charge type on the Invoice workflow when the EDI invoice is created.

8. To update any matched purchase order line items to *Received* automatically as soon as the EDI invoice is created, select **Update linked PO line item to received**.
9. If you selected **Update linked PO line item to received**, specify if you want to update the linked on-order item records:
- To change the linked on-order item records to in-process automatically, select the **Update on-order item circulation status**.



- To leave the linked on-order item records with a status of on-order until the physical item is received, uncheck the **Update on-order item circulation status**.

**Important:**

If the Update on-order item circulation status checkbox is not selected, staff members will never see on-order items with an in-process status; they are updated to a status of **In** when they are checked in through circulation.

10. To prevent EDI invoices from being created automatically when the quantity sent does not equal the quantity ordered for any of the line items on the invoice, select **Hold partial shipment invoices**.

When this option is selected, EDI invoices are created automatically only if the quantity sent matches the quantity ordered on all line items. If the quantities do not match, the invoice is not generated automatically. The EDI invoice reflects the contents of the actual shipment and may contain line items (titles) that were ordered via various EDI purchase order transactions. You can use the Process EDI Invoices workflow to generate the partial shipment invoices separately. See [Process EDI invoices for partial shipments](#).

11. In the **Email addresses** box, type the e-mail addresses of staff members to whom you want invoice details sent. Use semicolons to separate multiple e-mail addresses, but do not leave a semicolon at the end of an e-mail address. You must enter at least one valid e-mail address.

**Important:**

If an e-mail address ends with a semicolon, the e-mail program expects another e-mail address to follow and it fails on the blank address. The invoices are created but no e-mails are sent.

12. Select **Save** to save the EDI invoice defaults.
13. Select **Administration, Profiles, PAC** and confirm that the profile **Email Notification: Server running SMTP service** displays your library's e-mail server name.

## Related Information

- EDI Invoice log E-mail - The e-mail message is a log of the generated invoice files that the EDI Agent picked up from the supplier's site. If there are errors in the

invoice, such as a line item was already canceled, the e-mail log shows the reason for the error. If there are holds on any of the titles, they will be listed in the e-mail. For more information on the EDI e-mail log, see [The EDI Invoice E-mail Log](#).

The e-mail messages are created by Innovative Interfaces. However, the sender of the e-mail is not polariscommunications@polarislibrary.com because this address causes some libraries' SPAM filters to reject e-mails. The sender in the **From** field is whatever address is entered in the PAC profile **Email notification: Email address of sender**. See Setting Public Access Profiles and Parameters.


- Generating partial shipment invoices - If you select the option **Hold partial shipment invoices**, you can generate the invoices later using the Process EDI Invoices workflow. The invoices generated using the Process EDI Invoices workflow use the same EDI Invoice Defaults settings as automatically-created invoices.


## Receive line items from an invoice

You can receive invoice line items from the Invoice workflow for EDI and non-EDI orders. If you do not want purchase order line items to be updated to Received automatically when an EDI invoice is loaded into Polaris, make sure the **Update linked PO line item to Received** checkbox in the **EDI Invoice Defaults** profile is left unchecked. Then you can receive the line items in the invoice when the actual shipment is received. See the *Acquisitions Administration Guide*, "Set Up EDI Invoice Defaults."

To receive one or more whole line items from the Invoice workflow:

### Tip:


To keep your place in the list and retain your sort order, select Edit > Lock List View or click . When you update line items with the list view locked, the changes do not appear in the list view until you uncheck the Lock List View option or refresh the list. List view locked is displayed in the status bar when this option is on.

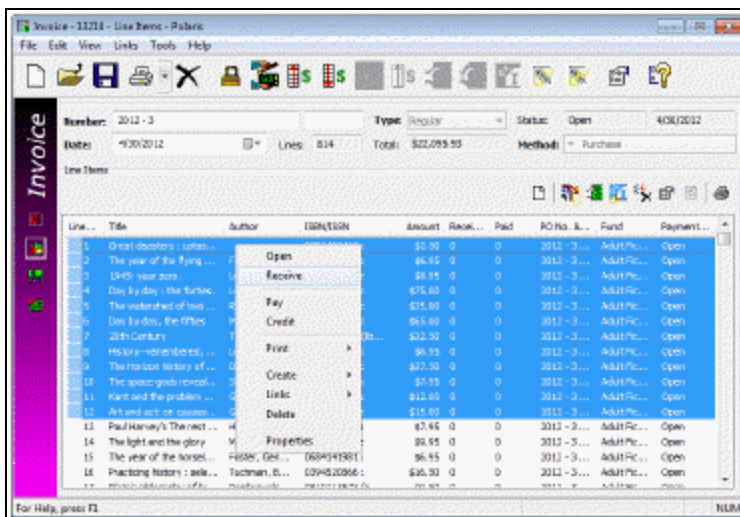
Click  to refresh the list. After you refresh the list, your updates to the line items appear, and the list view is resorted.

### Note:

You can receive line items from the Invoice workflow if there are linked

purchase order line items. If the invoice is not linked to a purchase order, you must receive at the invoice line item segment level.

1. Open the Invoice workform-Line Items view.
2. Select the line items you want to receive, right-click, and select **Receive** from the context menu, or click .



3. A message asks if you want to receive the selected lines.
4. Click **OK** to receive the selected items.

**Note:**

If you are receiving invoice lines, and no item records were generated when the purchase order was released, right-click the invoice line and select **Create > Item Records** from the context menu. If no errors are detected, the on-order item records are created.

The status of any linked purchase order line items is updated to Received and the circulation status of any linked on-order items is updated to In Process.

If there are hold requests for any title in the invoice, and the Acquisitions profile **Receiving line items: Warn if linked hold requests** is set to **Yes** in Polaris Administration, a message informs you that there are holds on a title or titles.

---

## Process EDI invoices for partial shipments

Use the Process EDI Invoices workform if your library has selected the **Hold partial shipment invoices** option in the EDI Invoice Defaults profile in Polaris Administration. When the option to hold partial shipments is selected, the raw EDI invoice data from the supplier does not automatically create EDI invoice records in Polaris if the quantity sent and the quantity ordered do not match for at least one title on the invoice. If all quantities sent match all quantities ordered for all titles, the supplier's EDI invoice data is saved automatically as an EDI invoice record in Polaris.

**Note:**

You must have the permission **Process EDI Invoices: Allow** set at the system level to select EDI invoices to process.

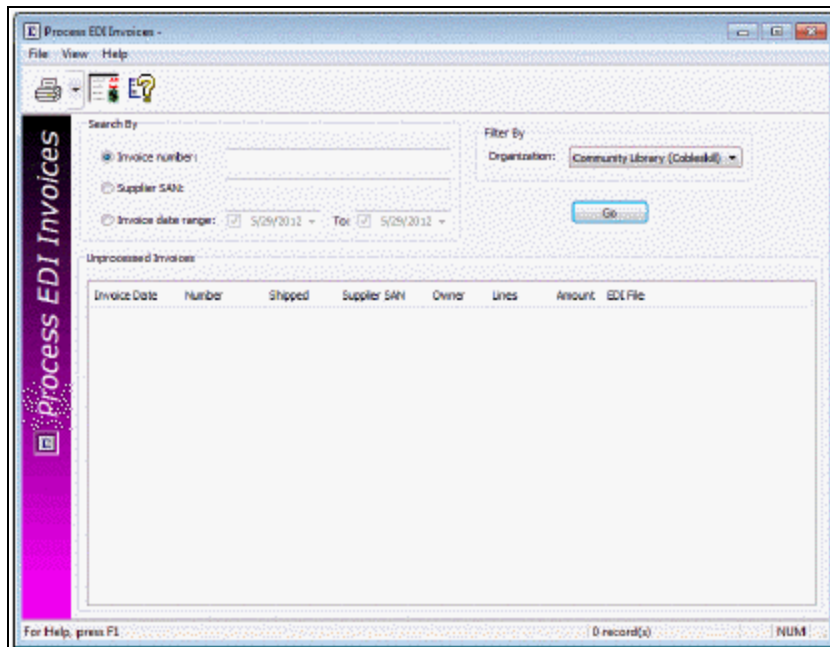
To generate an EDI invoice where the quantities sent do not equal the quantities ordered:

**Tip:**

You can wait to process partial shipment invoices if the supplier indicates the remainder of the order will be shipped eventually. When the supplier is able to complete the order and sends the EDI invoice file, the completed EDI invoice is created automatically in Polaris.

1. Select **Acquisitions > EDI Services > Process EDI Invoices** from the Polaris Short-cut Bar, click , or press **ALT+A+E**.

The Process EDI Invoices workform appears.



2. Enter the search criteria for the invoice as follows:
  - Enter the invoice number (maximum of 30 characters).
  - Enter the supplier's SAN (maximum of 7 characters).
  - Enter an invoice date range by selecting dates in the **From** and **To** boxes.
3. To filter the invoices by branch, select a branch in the **Organization** box. Select **All** to see all partially received EDI invoices in your library system.
4. Click **Go**.

The ungenerated invoice or invoices that meet your search criteria are listed.

5. To see the purchase order line items linked to this invoice, right-click an invoice in the list, and select **Purchase Order Line Items** from the context menu.

A box lists the linked purchase order line items. At least one of the purchase order line items listed has a number of copies sent less than the number of copies ordered. You can open a purchase order line item in its workform by double-clicking on it.

**Note:**

If the invoice is linked to only one purchase order line item, the Purchase Order Line Item workflow appears.

6. Select the invoice or invoices in the list, right-click and select **Generate selected invoices**.

The invoices you selected are generated, and they no longer appear in the list. If the **Update linked PO line items** checkbox is checked in the **EDI Invoice Defaults** profile in Polaris Administration, the linked purchase order line items are updated to Received, and any segments that could not be received are set to On-Order. The linked item records are either updated to in-process or remain on-order, depending on the setting in the profile. If the **Update linked PO line items** checkbox is not checked, the purchase order line items remain unreceived. See the *Acquisitions Administration Guide*.

7. Use the Find Tool to search for and select the generated EDI invoice.

If the line items are not received automatically, you can receive them from the invoice or purchase order. See the *Acquisitions Guide, Receiving Orders*.

#### Partial Shipments

If you hold EDI invoices for partial shipments, you can set up your distribution profiles at your supplier's site so the 970 tags are created first for the branches where you need the full number of copies ordered. Then you can receive the full number of copies for the busiest branches and split receipt for branches that can wait for the full number of copies to arrive. For more information, see the *Acquisitions Guide, Creating Purchase Orders*.

#### The EDI Invoice Email Log

**Tip:**

The EDI Agent and EDI FTP logs are created automatically, but are not sent to library staff members. These logs provide information regarding the FTP transfer and can be used in troubleshooting connection failures. For more information, see the *Acquisitions Administration Guide*.

When Polaris attempts to create EDI invoices from data retrieved from suppliers, a separate log file is created for each supplier's invoice data. For each invoice, the

log file indicates whether the invoice was created and lists details regarding any line items that had errors. These log files are saved in the same directory as the **EDINew** and **EDIDone** folders with the following name:

**EDIInvoiceResults\_(Supplier name).(Org abbreviation).log.**

**Examples:**

**EDIInvoiceResults\_Baker\_And\_Taylor.STI.log**

**EDIInvoiceResults\_Ingram.STI.log.**

These logs are emailed to the addresses in the **EDI Invoice Defaults** profile with the subject line **EDIInvoiceResults** and organization abbreviation. The email log lists invoice line items that were generated, line items with errors, and line items with bibliographic-level holds placed on the titles.

The following types of messages may appear in the email log that is sent to the addresses in the **EDI Invoice Defaults** profile with the subject line **EDIInvoiceResults**:

- This message indicates the invoices were created successfully and some line items have linked bibliographic hold requests:

**Tip:**

The holds information in the log can help you prioritize the processing of materials that have holds if you have enabled the **Update linked PO lines to Received** setting in the **EDI Invoice Defaults** profile. (When the purchase order line items are received automatically, users do not see the message that appears when manually receiving line items with holds.)

**Begin processing EDI 810 file: testsal3644d.txt**

**Invoice # BTSAL3644e Suffix = EDI, was created.**

**INLI #2 on Inv #BTSAL3644e Suffix = EDI, has 1 linked holds.**

**Invoice # BTSAL3644b Suffix = EDI, was created.**

**INLI #4 on Inv #BTSAL3644b Suffix = EDI, has 2 linked holds.**

**Invoice # BTSAL3644d Suffix = EDI, was created.**

**Invoice # BTSAL3644a Suffix = EDI, was created.**

**End processing EDI 810 file: testsal3644d.txt**

- These messages indicate problems with the invoices:
  - **Invoice #3014384848 may not have been created. Contact your Polaris support representative for assistance.**
  - **Inv#3014384848 has invalid IT101(s). Could not match an IT101/IT111 with a PO# in the system. Inv#3014384848 suffix=EDI was created.** - The invoice was created, but there were problems with some of the invoice line items that did not match up with a purchase order.
  - **The SA Profile defaults were used to create INLI# 5 on Inv #3014384848.** - An unlinked invoice line item was created using default data in the EDI Invoice Defaults profile because no matching purchase order line item was found. If a bibliographic record with a matching ISBN and title is found in the Polaris database, it is used for the title of the invoice line item. If no matching ISBN or title is found, the title is the default title in the profile, for example, **No matching PO line item was found.**
  - **The POLI# 5 on PO#BetterBooksPO1 is not linked to INLI# 4 on Inv# 3014384848 Suffix = EDI because it has the wrong status. An unlinked INLI was created.** - An invoice line item is created using information from the matching purchase order line item, but the invoice line item cannot be linked to the purchase order line item because the purchase order line item has a status that prevents it from being linked.
  - **Invoice#3014384848 Suffix = EDI was created.** - The invoice was created, but check the messages for individual invoice line items that may have problems.
  - **The POLI# 5 on PO#BetterBooksPO1 is not linked to INLI# 6 on INV# 3014384848 Suffix = EDI because the quantity sent did not equal what was ordered. An unlinked INLI was created.** - This message appears when the **Hold partial shipment** option is not selected in the EDI Invoice Defaults profile. When an invoice line item indicates that the quantity sent does not equal the quantity ordered, the invoice line item is created using information from the matching purchase order line item, but it cannot be linked to the purchase order line item because the quantities do not match.
  - **EDI Inv# X Suffix= EDI has not been generated because Invoice line item quantity sent does not equal the PO line item total quantity ordered and EDI invoicing is set to hold partial shipment invoices. These PO lines are**



**partials: [POLI ID X, POLI ID Y]** - This message appears when the **Hold partial shipment invoices** option is selected on the EDI Invoice Defaults profile, and the EDI invoice indicates that for at least one line item, the quantity shipped does not equal the quantity ordered.

**Note:**

To see the linked purchase order line item, use the Find Tool to search for it by the purchase order line item ID.

---

## Review automatic EDI invoices

EDI invoices are created automatically in Polaris using data retrieved from the supplier's FTP server, and an email message notifies you that the invoice is available. You can search for EDI invoices by the invoice number suffix EDI.

When an EDI invoice is generated in Polaris, a log of the invoice creation is posted to an EDI invoice log. The log lists the invoice numbers, and includes whether one or more titles have holds. The log also lists any errors.

For more information about the invoice log contents, see [The EDI Invoice E-mail Log](#).

**Important:**

To deal separately with EDI invoices where the quantity sent does not equal the quantity ordered, select the **Hold partial shipment invoices** option on the EDI Invoice Defaults profile. Then you can generate them using the Process EDI Invoices workflow. See [Process EDI invoices for partial shipments](#). Also see "Set up EDI invoice defaults" in the *Acquisitions Administration Guide*.

To open and review automatic EDI invoices:

1. Select **Acquisitions > Invoices** from the Polaris Shortcut Bar.  
The Find Tool appears with **Invoices** selected in the **Object** box.
2. Select **Invoice number suffix** in the **Search by** box, and type **EDI** in the **For** box.

**Note:**

You can also limit by the invoice number suffix, EDI. For example, you can search by invoice date range and limit by the EDI suffix. You

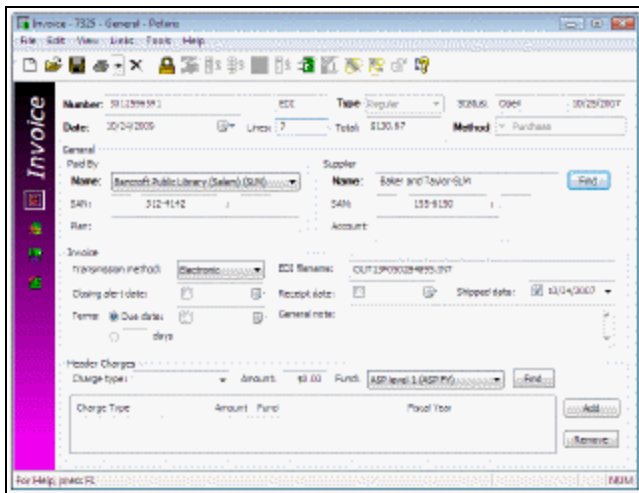
can select a sort by option to sort the results list before it appears. For example, you could search by the number suffix EDI, limit by supplier, type **Baker\***, and sort by owner to list the Baker & Taylor EDI invoices sorted by the owning branch.

The automatically-created EDI invoices appear in the results.



3. Double-click to open the invoice in the Invoice workflow.

The EDI filename and the date the order was shipped are displayed in the workflow (if the supplier includes this information).

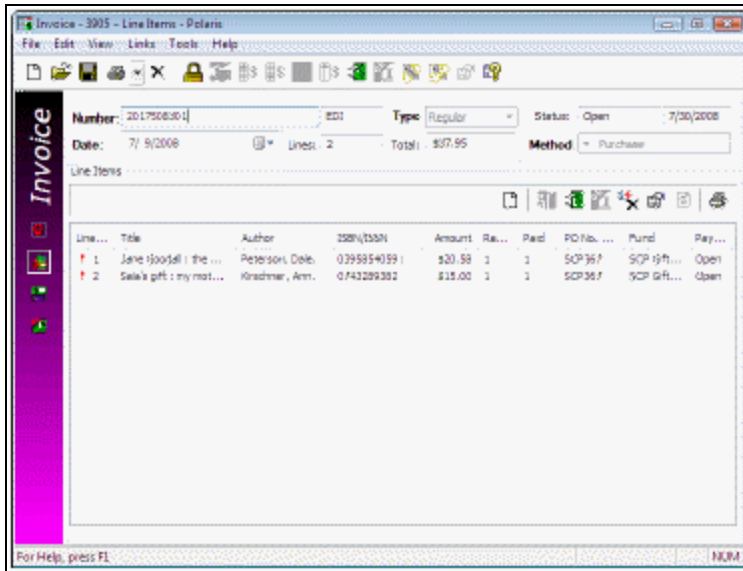


4. Select **View > Line Items** to see the line items in the invoice.

**Note:**

If there are invoice line items with errors that prevented them from

linking to purchase order line items, a red exclamation point icon appears next to the invoice line items. The icon also appears in the Find Tool results list for EDI invoice line items that have errors.



5. Check your e-mail for messages regarding EDI invoice transmissions. The email message is a detailed log of the invoices that the EDI Agent picked up from the supplier's site. The log lists any bibliographic-level holds placed on the items, and any errors in the invoice. See [The EDI Invoice Email Log](#).

**Important:**

Correct any errors before paying the invoice.

6. If an invoice line item is listed with a red exclamation point because it was not linked to a purchase order line item, you can manually link to the purchase order line item by doing the following steps:
  - a. On the Invoice Line Item workform, select **View > Additional Information**.  
The Additional Information view appears.
  - b. Click **Find**.  
The Find Tool appears with **Purchase Order Line Item** selected.
  - c. Search for and select the appropriate purchase order line item.

Any information in the Invoice Line Item workform is overwritten with the information from the purchase order line item you selected.

#### Related Information


- Setting up EDI ordering - To communicate with a supplier via EDI, you must first contact the supplier and get specific information to enter in Polaris. See the *Acquisitions Administration Guide*.
- Entering EDI information in the Supplier record - Set up the supplier record with the information you gathered from the supplier. See [Enter the supplier's EDI ordering data](#).
- Polaris EDI Agent - The Polaris EDI Agent is an SQL job that scans the library's directory on the supplier's FTP server. When it finds files, they are retrieved and used to create the purchase order acknowledgment and EDI invoice. If the supplier provides an Advanced Shipping Notice (ASN), it is also retrieved by the EDI Agent. See the *Acquisitions Administration Guide*.
- Electronic Purchase Order Acknowledgment - After the supplier receives the EDI purchase order, an electronic purchase order acknowledgment is placed on the supplier's FTP server. The Polaris EDI Agent retrieves the file and saves it in a local directory. You can generate the Electronic Purchase Order Acknowledgment from the **Utilities** menu. See the *Polaris Basics Guide*.
- Processing partial shipment EDI invoices - If your library has selected the **Hold partial shipment invoices** option in the EDI Invoice defaults profile, you can generate EDI invoices with invoice line items where the quantity sent does not match the quantity ordered. See [Process EDI invoices for partial shipments](#).

## Check in New Shelf-Ready Items

To check in new items when a shipment of shelf-ready items arrives:

#### Note:

To do this procedure, you need the Acquisitions permissions **Access Acquisitions: Allow** and **Receive Shipment: Allow**.

1. Select **Acquisitions, EDI Services, Check In Shelf-Ready Materials** or click  on the Polaris Shortcut Bar to display the Check-In Shelf-Ready Materials workform.

2. If you will print hold or in-transit slips from this workform, select **Tools, Options** and set up receipt printing. See the *Patron Services Guide, Setting Up Receipt Printing from Workforms*.

You need to do this step only once for this workform. If receipt printing has already been set up, skip this step.

3. Scan or type the barcode of the first item in the **Item barcode** box and press **ENTER**.

The system automatically finds the barcode of the matching on-order item record, and the item is listed in the top section of the workform.

**Note:**

If the item's barcode label is damaged, you can also click **Find** to search for the on-order item record, but the record must have a barcode to be checked in on this workform.

4. Continue to scan items in the shipment.

As the items are scanned and checked in, they are listed in the top section of the workform.

As the items are checked in, each item's circulation status is updated appropriately (for example, to In, In Transit, or Held). If you have the appropriate permissions, you can change item information (collection, shelf location, material type, blocks, or non-public note) while it is displayed in the top part of the workform. See the *Patron Services Guide, Change item information at Shelf-Ready Materials check-in*.

If items that fill hold requests or items that belong at another branch are checked in, and you have set receipt printing (see step 2), the appropriate holds slips or in-transit slips are printed. Depending on your library's settings in Polaris Administration, you may also see messages alerting you that an item has holds, or that it should go to another branch. Click **OK** to acknowledge the message and continue scanning items.

If you receive error messages for no matching item records or other conditions, set the problem items aside and alert the technical services staff.

**Note:**

If you have entered barcodes in error, you can select the item or items in the list and click **Remove Selected Items**. The items are removed from

the list. At this point the items have been checked in but not received. Technical Services staff can run the Acquisitions report Shelf Ready Items Not Received in Acquisitions to identify these items and resolve their status.

If you have scanned the same item twice, you can ignore the error. The item is checked in only once.

5. After the barcodes for all the items in the shipment have been scanned or entered, click the **Accept Shipment** button.

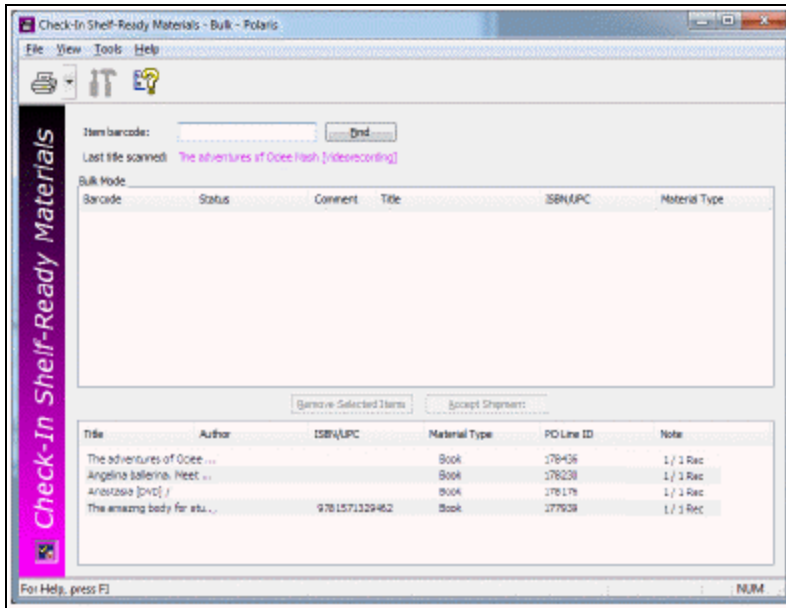
**Important:**

Try to scan all the barcodes for all the items in a single shipment before clicking **Accept Shipment**. This reduces the number of purchase order line item segments that are split into two segments—one for the copies received and one for the copies still on-order—and therefore makes further processing easier.

The scanned items appear in the bottom portion of the workform and the status of the linked purchase order line item segments is changed to Received. The **Note** column indicates how many copies were ordered and received.

**Note:**

You may notice that the ISBN/UPC number for an item differs in the top and bottom part of the workform. This is because the number in the top view comes from the linked bibliographic record, but the information in the bottom portion comes from the purchase order line item. The data in the purchase order line item reflects the material ordered from the vendor, so the ISBN or UPC number in this column should match what is on the physical item.



A log report is saved in the database when the shipment is received. Your library's technical services staff reviews the report for problems.

## Receiving via EDI Advanced Shipping Notice

Receive an EDI order from the Receive ASN Shipments workform - If the supplier can provide an ASN (X12 transaction set 856) with shipment information, you can receive materials by scanning the tracking barcode on the outside of the carton. You create and transmit an order to a supplier that produces ASN files the same way you create and send any EDI order. The linked supplier record contains the ASN setting. After the EDI order is received and processed, the supplier outputs the ASN file to the library's directory on the supplier's FTP server. The Polaris EDIAgent utility scans this directory, retrieves the ASN file, and loads the data into Polaris.

When the shipment arrives at the library, the carton has a tracking barcode label (with the supplier number, ASN number, and carton number) affixed to the outside. The staff member opens the Receive ASN Shipments workform and scans the barcode to bulk receive the shipment.

If the EDIAgent retrieves an invoice file before the shipment is received via ASN, the invoice file does not automatically create an EDI invoice in Polaris. Instead, the invoice file is held in the Process EDI Invoices workform until the shipment is received via the ASN. Once the shipment is received via the ASN, you can generate the invoice from the Process EDI Invoices workform, or you can wait until the EDIAgent runs again and the invoice is created automatically.

---

### Implementing ASN with an EDI Supplier

If you are implementing ASN processing with a supplier to whom you have previously sent EDI orders, before you enable ASN in the supplier record, make sure the EDI invoices are created for the day when ASN processing will begin by following these steps:

1. Ask the supplier the exact date when they will start producing ASN files.
2. In the morning of the day the ASN processing will begin, wait until the Polaris EDIAgent has run and all remaining EDI invoices for that supplier have been created automatically. If your library does not process partial EDI invoices separately (the



Hold partial shipments box is unchecked in the EDI Invoice Defaults profile) go to Step 4.

3. If the Hold partial shipment box is checked in the EDI Invoice Defaults profile for your library organization, go to the Process EDI Invoice workflow as soon as the EDI Agent runs, and create the invoices for this supplier. See “Process EDI invoices for partial shipments” in Polaris staff client online Help.
4. After the invoices are created automatically via the EDI Agent, or via the Process EDI Invoices workflow, enable ASN processing by checking the ASN Shipments box in the Supplier Record workflow. See “Enter the supplier’s EDI ordering data” in Polaris staff client online Help.

### See Also

[Receive Using the Advanced Shipping Notice \(ASN\)](#)

[Receive ASN Shipments Workflow](#)

[Set Batch Print Workslips option for ASN Receiving](#)

## Receive Using the Advanced Shipping Notice (ASN)

To receive shipments for which an ASN has been received:

### Note:

For more information on the ASN, see the Acquisitions PDF Guide, Receiving Orders.

1. Select **Acquisitions > EDI Services > Receive ASN Shipments**.

The Receive ASN Shipments workflow opens.

2. To change the branch location selected in the **Filter By Organization** box, select a different branch or select **All**.
3. Search for the ASN using one of the following methods:
  - Select **ASN tracking barcode**, and scan the barcode located on the label attached to the outside of the carton. Or, type the number that displays under the barcode.
  - Select **Supplier SAN**, and type the supplier’s SAN.
  - Select **ASN date range**, and select a from and to date.

4. Click **Go**.

Receive ASN Shipments

Search By:

ASN tracking barcode:

Supplier SAN:

ASN date range: 1/29/2012 9/11/2012

Filter By:

Organization: <All>

Go

Tracking Barcode	Shipped Date	Supplier	Carrier
01000386082215953945b	3/23/2012	Baker & Taylor	UPSN
01000386082215953945c	3/23/2012	Baker & Taylor	UPSN

Trackin...	Title	Author	ISBN...	Orde...	Ship...	Rece...	PO Line...	Line Sta...	PO Num...	PO Rele...
000...	A dog by you...	Hess, Lilo.	0395...	8	8	0/0	191424	Canceled	SAL3864	5/31/201...
↑ 000...	Baby animals	McBough, H...	0395...	23	18	0/0	191704	On Order	SAL3945	8/21/201...
↑ 000...	The Red Sea.	Jacobs, Fran...	0395...	14	11	3/3	191705	Partly Rec	SAL3945	8/21/201...

Receive Carton

For Help, press F3 NUM

The top section of the workflow displays the shipment information in the following columns:

- **Tracking barcode**
- **Shipped date**
- **Supplier**
- **Carrier**

## 5. Select a tracking barcode in the top section of the workflow.

The line item information for the selected shipment appears in the bottom section of the workflow in the following columns:

- **Tracking barcode**
- **Title**
- **Author**
- **ISBN/UPC**
- **Ordered (the quantity ordered)**

- **Shipped (the quantity shipped from the ASN)**
- **Received/ASN Received (the quantity received)**
- **PO Line ID**
- **Line Status**
- **PO Number**
- **PO Release (date)**

**Tip:**

To link to the purchase order or purchase order line item, select a line item in the bottom portion of the workform, right-click and select **Links**.

6. Click **Receive Carton**.

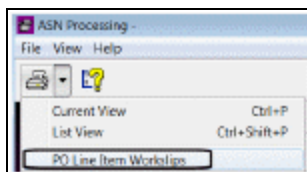
The line items are received. The corresponding number of copies are received in the linked purchase order line item. If the Polaris Administration Acquisitions profile **Receiving line items: Warn if linked hold requests** is set to **Yes**, a message displays for titles that have hold requests.

## Printing Workslips When Receiving ASN Shipments

**Note:**

The Polaris Administration Acquisitions parameter **Batch print workslips during ASN receiving** must be set to **Yes** to allow the printing of workslips from the Receive ASN Shipments workform.

After receiving on the Receive ASN Shipments workform, you can print purchase order line item workslips. If multiple copies of the same title are received in separate cartons, only one workslip is printed for the title. To print purchase order line item workslips from the Receive ASN Shipments workform, select **File > Print > PO Line Item Workslips**, or select the down arrow next to the printer icon, and select **PO Line Item Workslips**.



## ASN and EDI Invoices

If the **ASN Shipments** option is selected in the supplier record, the following invoice processing occurs:

- If the order was received via the Receive ASN Shipments workflow, the EDI invoice is created automatically in Polaris from the supplier's EDI invoice file (810).
- If the order has not yet been received from the Receive ASN Shipments workflow, the following occurs:
- An e-mail is sent with the following message: **ASN processing must be done before EDI Invoice #xxxxxxx can be created.**
- The ungenerated EDI invoice file is held in the Process EDI Invoices workflow regardless of the **Hold partial shipments** setting in the **EDI Invoice Defaults** profile.
- Once the order is received via the ASN, the invoice is created automatically when the EDI Agent runs again. Or, you generate the invoice from the Process EDI Invoices workflow as long as the order has been received via the ASN.
- If **Hold partial shipments** is selected in the EDI Invoice Defaults profile, and the quantity ordered does not equal the quantity shipped, the invoice will remain in the Process EDI Invoices workflow until the remainder of the order is received. Then, the invoice will be created automatically. Or, you can generate the invoice from the Process EDI Invoice workflow.

## ASN Reports

The following standard reports are available from the Polaris Shortcut Bar under **Utilities > Reports and Notices > Acquisitions**:

- **Advanced Shipment Notification Log** - The Advanced Shipment Notification log displays all titles received via ASN for a supplier and line item status date range. To generate the report, enter the **Supplier SAN** (with or without the hyphen), the **Line item status start date**, the **Line item status end date**, and click **Submit**. The line item status date is the date the line item's status was updated to **Received** (all segments were received via ASN), or **Partly Received** (some segments were received via ASN).
- The report lists purchase order line items that have segments received via ASN within the time period (including the start and end dates) for the specified supplier. It includes the following columns of information sorted by purchase order number, then title, then carton tracking number: **PO # / Suffix; Title / Author / ISBN (UPC);**

**Tracking Barcode; POLI ID; Ord** - Total quantity ordered from the purchase order line items; **Sent** - Total quantity shipped by the supplier; **Rec** - Total quantity of all received purchase order line item segments; **ASN Rec** - Total quantity of purchase order line item segments received using the Receive ASN Shipments workform; **Note** - If the shipped quantity was adjusted, a note appears in this column. The report is printed in landscape page orientation.

- Advanced Shipment Container Content Report - Lists all items found in a specific package or container for which the supplier has sent an EDI ASN file. Type or scan the 18-digit SSCC tracking barcode in the Report Wizard window. The report is sorted by title, and it includes the following information: title; author; ISBN or UPC; purchase order number and suffix; purchase order line item ID; and the total quantity sent.
- Advanced Shipments Not Yet Received - Lists all items found in a package/container for which the supplier has produced an ASN, but which has not yet been received through the ASN workform. To generate the report, enter the supplier's SAN (with or without hyphens) in the Report Wizard dialog box. The report is sorted by tracking barcode, then PO number, then title. It lists the tracking barcode, PO#/Suffix, Title/Author/ISBN (UPC), PO Line ID, Qty Sent, and the Date Shipped.

For more information, see the *Polaris Basics Guide*.

## Update on-order item records

When you release a purchase order, you can opt to create on-order item records. These item records can be updated in the following ways:

- Update items using Item Bulk Change - If your library does not use enriched orders, you can use the Item Bulk Change dialog box to assign barcodes and call numbers to the linked on-order items. From the purchase order, select **Links > Item Records** to open the linked list box. Then, select the items, right-click and select **Ad hoc Bulk Change** from the context menu to access the Item Bulk Change dialog box. See the *Cataloging Guide*, Changing Multiple Item Records.
- Update items manually - Select **Links > Item Records** to open the linked list box. Open the first item record in the linked list box, scan the barcode and make other edits. Then, press **CTRL+S** to save the first record, and press **CTRL+E** to go to the next record in the linked list box without leaving the Item Record workform.
- Automatically receive EDI purchase order line items - When you send orders via EDI, an EDI invoice file is retrieved from the supplier's site, and invoice records are created automatically in the Polaris database. You can select **Update linked**

**purchase order line items** on the **EDI Invoice Defaults** profile, and opt to update the linked on-order items or leave them on-order. See the *Acquisitions Administration Guide*.

- Receiving shelf-ready items - If your library sends “enriched” EDI orders, the supplier provides bibliographic records with embedded holdings data. When the bibliographic records are imported, the embedded holdings data update the on-order item records with barcodes and other cataloging and circulation information, making them shelf-ready. For more information, see [Enriched EDI Orders and Shelf-Ready Items](#). If you receive shelf-ready items as a result of Enriched EDI, you can use the Check In Shelf-Ready Materials workflow to check in the on-order items and receive the linked purchase order line item segments. See the *Patron Services Guide*.

## Receive ASN Shipments Workflow

The Receive ASN Shipments workflow opens when you select **EDI Services, Receive ASN Shipments** from the Acquisitions menu. To use this workflow, the **ASN Shipments** box must be checked on the Supplier workflow. For more information, see [Receive using the Advanced Shipping Notice \(ASN\)](#).

Use the Receive ASN Shipments workflow to receive materials by doing the following:

- Select the branch or select **All** in the **Filter By Organization** box.
- Search for the purchase order line items using one of the following methods:
- Select **ASN tracking barcode**, and scan the barcode located on the label attached to the outside of the carton. Or, type the number that displays under the barcode.
- Select **Supplier SAN**, and type the supplier’s SAN.
- Select **ASN date range** and select a from and to date.
- Click **Go**.

The top section of the workflow displays the shipment information.

- Select a tracking barcode in the top section of the workflow.

The line item information for the selected shipment appears in the bottom section of the workflow.

- To link to the purchase order or purchase order line item, select a line item in the bottom portion of the workflow, right-click and select **Links**.

- Click **Receive Carton**.

The line items are received. The corresponding number of copies are received in the linked purchase order line item.

To print purchase order line item workslips from the Receive ASN Shipments workform, select **File > Print > PO Line Item Workslips**.

**Note:**

The Polaris Administration Acquisitions parameter **PO line item workslips: Batch print during ASN receiving** must be set to **Yes** to allow the printing of workslips from the Receive ASN Shipments workform. See [Set batch print workslips option for ASN receiving](#).

---

## Set batch print workslips option for ASN receiving

**Note:**

Set this parameter only if your library receives shipments using the Advanced Shipping Notice (ASN).

To allow or prevent batch printing of purchase order line item workslips from the Receive ASN Shipments workform.

1. In the Administration Explorer tree view, expand the **System** folder.
2. Select **Parameters > Acquisitions/Serials** tab.

Parameter	Value
Batch print workslips during ASN receiving	No
Bulk add to PO/SL: Mark 970 data as processed	Yes
Bulk add to PO: Add Alert to PO line item for multipl...	Yes
Bulk add to PO: Replace invalid fields with default d...	Yes
Bulk add to SL: Replace invalid fields with default da...	Yes
Copy last segment data to next segment	Yes
Create purchase order at subscription renewal	No
Default payment option when paying/crediting invol...	Voucher
Delete linked issue/part when serial item is deleted	Yes
Display of issues on check-in	Setup...
Enter unit price at serials check-in	No
Generate purchase order number	No
Last used purchase order number	0
Notification: Print subscription cancellation notice	On Demand
Notification: Subscription cancellation notice text	The Subscription identified in this notice is being canceled.
Other charge description	Other
PO line item workslip: Print on-order item data	Yes
Prefix for system generated purchase order number	
Purchase order number increment	1
Purchase order starting number	1
Subscription renewal fund - deposit account	A41.03 Replicate A DA1
Subscription renewal fund - non-deposit account	1 V2 Header
Transmit EDI files in passive mode FTP	Yes

3. Double-click **PO line item workslips: Batch print during ASN receiving**.
4. Select **Yes** to allow purchase order line item workslips to be printed in batch from the Receive ASN Shipments workform.
5. Select **File > Save**.



## Receiving Shelf-Ready Items Based on Enriched EDI Orders

You can create and send enriched EDI orders the same way you create and send standard EDI orders. The setting in the linked supplier record determines whether the order is enriched. When you contract with a supplier to provide shelf-ready materials and set up the supplier record for enriched EDI, the orders include the following information, which enables the supplier to catalog the shelf-ready materials:

- Unique purchase order line item ID •Quantity for a specific location •Polaris Bib Control number
- Polaris Destination (location) abbreviation
- Polaris Collection abbreviation •Linked on-order item record call number (max 48 characters)
- Purchase order line item segment number

When the supplier receives the enriched EDI order, it processes the order and provides fully-cataloged MARC records with embedded holdings data in the 949, 948, 852 or any other tag your library and the supplier have defined.

**The following is an example - of MARC record with holdings data in 949 tags:**

```
=LDR 00849njm 22002412a 45x0 =024 1\$\a803020113725
=028 42$\aDUG113725C =035\$\a1021126
=245 10$\aLonesome, on'ry and mean: a tribute$h[sound recording].
=260 \$\aNew York, NY :$\bDLT Entertainment,$c2003.
=300 \$\a1 sound disc :$\bdigital ;$c4 3/4 in. =500 \$\aCompact disc.
=856 7\$\3View cover art$uhttp://xxxx.com/images/movies/dug113725c.gif$2http
=949 \$\aOUTR$\bACAS$hCD 123 TEST$p31133704160318$e161644-1
=949 \$\aOUTR$\bACAS$hCD 123 TEST$p31133704160326$e161644-1
=949 \$\aOUTR$\bACAS$hCD 123 TEST$p31133704160334$e161644-1
=949 \$\aWSL$\bACAS$hCD 123 TEST$p31133704160342$e161644-2
```

The library can import the full bibliographic records using an import profile copied from the Enriched EDI Orders read-only import profile. The Enriched EDI Orders read-only

import profile is set up to overlay the brief bibliographic records and update the item records using data in the 949 or other embedded holdings tag.

**Tip:**

The library can customize the profile, but the import profile values must match the supplier's tag and subfields.

\$a - Assigned Branch

\$b - Collection

\$c - Shelf Location

\$d - Statistical Code

\$e - PO line item ID -Segment # (matches to the on-order item)

\$f - Display in PAC

\$g - Holdable

\$h - Classification #

\$i - Cutter Number

\$j - Shelving Scheme

\$k - Call Number Prefix

\$l - Temporary Shelf Location

\$m - Call Number Suffix

\$o - Owning Branch

\$p - Barcode

\$q - Physical Condition

\$r - Fine Code

\$s - Non Circulating

\$t - Copy Number

\$u - Loan Period Code

\$v - Volume Number

\$w - Material Type Code

\$x - Non Public Note

\$y - Renewal Limit

\$z - Public Note

\$0 - Price

When the shelf-ready materials arrive at the library, a staff member with the Acquisitions permission, "Check in shelf-ready materials," uses the Check In Shelf-Ready Materials workflow to check the items in via Circulation and receive the items in Acquisitions.

---

## Create and Receive Based on Enriched EDI Orders

Use the information in the following topics to create and receive shelf-ready items based on enriched EDI Orders.

[Enter the Supplier's EDI Ordering Data](#)

[Automatic Processes During Import](#)

[Enriched EDI Orders and Shelf-Ready Items](#)

[EDI File Sent Warning Message Box](#)

---

## Enter the supplier's EDI ordering data

If the supplier accepts purchase orders via Electronic Data Interchange (EDI) and your library wants to send orders electronically to this supplier, the supplier record must contain the correct EDI ordering information. See the *Acquisitions Administration Guide* for a list of the information you need to get from the supplier.

**Important:**

If you are implementing ASN processing with a supplier to whom you have previously sent EDI orders, before you select the **ASN Shipments** checkbox in the Supplier record, make sure the **Hold partial shipment invoices** are created for the day ASN processing will begin by following these steps:

- Ask the supplier the exact date when they will start producing ASN files.
- In the morning of the day the ASN processing will begin, wait until the

Polaris EDI Agent has run and all remaining EDI invoices for that supplier have been created automatically. If your library does not process partial EDI invoices separately (the **Hold partial shipments** box is unchecked in the **EDI Invoice Defaults** profile) go to Step 4 of the procedure below.

- If the **Hold partial shipment** box is checked in the **EDI Invoice Defaults** profile for your library organization, go to the Process EDI Invoice workflow as soon as the EDI Agent runs, and create the invoices for this supplier. See [Process EDI invoices for partial shipments](#).

To enter information for a supplier that accepts EDI orders:

1. Open the Supplier workflow.
2. Select the **EDI orders** checkbox.
3. The other selections in the Communications frame are active when you select the **EDI orders** checkbox, and the required fields are in bold type.

The screenshot shows a software window titled "New Supplier Record - 1 - General - Polaris". The window has a menu bar (File, Edit, View, Links, Tools, Help) and a toolbar with icons for file operations. A vertical sidebar on the left is labeled "Supplier" and has a red "X" icon. The main content area is divided into several sections:

- Name:** EDI Supplier | **Alternative names:** | **Currency:** USD
- SWt:** | **Accounts:** | **Owner:** Community Library (Cobleskill) (CCO)
- Encumbrance Limits:**

Line item:	\$0.00	Supplier:	\$0.00
Order:	\$0.00	Total:	\$0.00
- Expenditure Limits:**

Line item:	\$0.00	Supplier:	\$0.00
Invoice:	\$0.00	Total:	\$0.00
- EDI Setup:**
  - Accepts:  EDI orders |  Enriched EDI orders |  ASN Shipments
  - Address/profile ID:  Account # |  SAN/SAN Suffix
  - FTP address:** | **POA/INV directory:**
  - Username:** | **PO directory:**
  - Password:** | **PO file extensions:**
- Notes:**
  - General:
  - Plan:

At the bottom left, it says "For Help, press F1" and at the bottom right, there is a "NUM" indicator.

**Important:**

If you select **EDI orders**, you cannot save the Supplier record without

the supplier's seven-digit standard address number (SAN) in the **SAN** box. See the *Acquisitions Guide*, Create a new supplier record.

4. Select one of the following options, if applicable:

- If your library and the supplier have an agreement whereby the supplier provides shelf-ready cataloging services, select the **Enriched EDI orders** checkbox.

**Note:**

Enriched EDI includes cataloging services offered by the vendor, such as branch stickers on books and other materials, fully-cataloged MARC records, and 852 or 949 tags in the bibliographic records that automatically create item records. The type of services and the costs vary according to vendor. For more information, see [Enriched EDI Orders and Shelf-Ready Items](#).

- If the supplier provides an advanced shipping notice, select **ASN Shipments**.

**Note:**

If the **ASN Shipments** box is checked, EDI invoices are not created automatically. See [Receive using the Advanced Shipping Notice \(ASN\)](#).

5. Select **Account #** or **SAN/SAN Suffix** to indicate the address or profile ID. Your Polaris Site Manager will confirm this information.
6. Type the FTP address in the **FTP Address** box.
7. Type the File Transfer Protocol (FTP) username in the **Username** box.
8. Type the FTP password in the **Password** box.

**Note:**

The password does not appear when you type it.

9. Type the directory for the purchase order acknowledgment and invoice in the **POA/INV directory** box.
10. Type the directory for the purchase order in the **PO directory** box.
11. Type the file extension for the purchase order in the **PO file extension** box.
12. Select **File > Save**.

### Related Information

- **Setting up EDI ordering** - To communicate with a supplier via EDI, you must first contact the vendor and get specific information to enter in Polaris. See the *Acquisitions Administration Guide*.
- **Polaris EDI Agent** - The Polaris EDI Agent is an SQL job that scans the supplier's FTP server for files in the library's directory, retrieves the files, and saves them in the Polaris database. For more information, see the *Acquisitions Administration Guide*.
- **Sending an EDI order** - See [Transmit a purchase order electronically](#).
- **Sending enriched EDI orders and receiving shelf-ready items overview** - See [Enriched EDI Orders and Shelf-Ready Items](#).
- **Electronic Purchase Order Acknowledgment** - You can generate the Electronic Purchase Order Acknowledgment from the **Utilities** menu. See the *Polaris Basics Guide*.
- **Receiving the EDI invoice** - The EDI invoice is created automatically in Polaris from the supplier's EDI invoice data. For more information, see [Review automatic EDI invoices](#).
- **Receiving via the Advanced Shipping Notice (ASN)** - See [Receive using the Advanced Shipping Notice \(ASN\)](#).

## Automatic Processes During Import

When records are imported, they are processed according to settings in the import profile and in Polaris Administration. Some processing takes place before any records are created or updated, and other processing occurs when the data in the imported records are used to create or update records. This section covers the automatic processing you can choose to initiate in the import profile settings.

This topic contains the following sections:

- [MARC Records Validated](#)
- [Authority Control Performed](#)
- [Records Checked for Duplicates](#)
- [Specific MARC Tags Removed from Incoming Bibs](#)
- [Incoming Bibs Protected from Being Overlaid](#)
- [Bib Tags Marked to Prevent Creation/Updates of Items](#)

- [Authority Records Deleted](#)
- [Item Records Created from Embedded Holdings Tags](#)
- [Duplicate Records Overlaid](#)
- [Tags Retained from Duplicate Records](#)
- [Bibliographic Overlay Based on Encoding Level](#)
- [Specific MARC Tags Removed from Incoming Bibs](#)
- [Authority Record Overlay Based on Cataloging Source](#)

### **MARC Records Validated**

If validation is selected in the import profile, the records are validated according to the following Polaris Administration Cataloging profiles: **MARC validation:**

**Bibliographic** and **MARC validation: Authority**. However, if the incoming records contain indicators or subfields with data that cannot be validated, the data is replaced with the following defaults: Indicators default to ' ' and subfields default to '?'. For more information, see the Cataloging Administration PDF Guide, Administering MARC Validation and Display.

### **Authority Control Performed**

If the options to **Perform authority control** and **Automatically create new authority record; save bibliographic record as final** are selected in the Bibliographic Records tab of the import profile, the system searches for an existing authority record for the heading. If no matching authority record is found in the local database, an authority record is created automatically and saved to the database. If your library has a subscription to a remote database of authority records, the remote database is automatically searched when no matching authority record is found. The new authority record is saved in the database and linked to the new bibliographic records. Search Polaris help for "Set import options for authority records."

### **Records Checked for Duplicates**

If duplicate detection is selected in the profile, duplicates are identified according to the rules in the following Polaris Administration database tables: **Bibliographic Deduplicaton** or **Authority Deduplication**. For more information, see the *Cataloging Administration Guide*, "Change bibliographic or authority deduplication tables." You can also select the option **Use profile defined duplicate detection rules** in the import profile and select the rules to apply.

### Specific MARC Tags Removed from Incoming Bibs

If the import profile is set up to automatically remove tags from incoming bibliographic records, the tags are removed from the records before they are saved in the Polaris database. Search Polaris help for "Set import options for bibliographic records."

### Incoming Bibs Protected from Being Overlaid

If the import profile is set up to check the **Do not overlay** box on the incoming records, they are saved as protected records that cannot be overlaid. Search Polaris help for "Set import options for bibliographic records."

### Bib Tags Marked to Prevent Creation/Updates of Items

If you are using an import profile that is set to create item records from embedded holdings tags, an automatic process first checks the bibliographic records for the presence of pre-existing holdings tags with the same tag number specified in the import profile. If pre-existing tags are found that match the retained tags under **Keep MARC tags** in the import profile, and these tags do not already have a \$9 subfield, then a system-supplied \$9 with the text **Tag retained from duplicate overlay** is inserted into the tag. Pre-existing embedded holdings tags that do not already have a \$9 subfield are marked automatically without a Polaris Administration parameter.

When embedded holdings tags are used to create new items or to update on-order items to shelf-ready items, a \$9 with the text **Item generated** is inserted into the tag if the Polaris Administration Cataloging parameter **MARC embedded holdings tags as processed** is set to **Yes**. During the import process, item records are not created or updated if the embedded holdings tags are marked as follows:

- **\$9 Tag retained from duplicate overlaymmm dd yyyy hh:mm[AM/PM]**

Or

- **\$9 Item generated mmm dd yyyy hh:mm[AM/PM]**

Your Polaris Administrator can use a utility to automatically scan for specific tags marked with \$9 and remove them. See the Cataloging Administration PDF Guide, Setting Utility to Delete Bib Tags Marked with Subfield 9.

### Authority Records Deleted

If the incoming authority record status (Leader/05) is **d**, **s**, or **x**, the following deletion processing occurs during import:



- If the incoming authority record status is **d** (deleted), the following processing occurs:
  - All bibliographic record links to and from the existing authority record are disconnected.
  - If any authority record has the existing authority record 1xx field as a 4xx field, the cross-reference is logged in the import report.
  - All authority record links to the existing authority record are disconnected.
  - The existing authority record is replaced by the incoming record.
  - The deleted record is logged in the import report.
- If the incoming authority record status (Leader/05) is **s** (deleted; heading split into two or more headings), the following processing occurs:
  - All bibliographic and authority record links to and from the existing authority record are disconnected.
  - All disconnected links are logged in the import report.
  - The existing authority record is replaced by the incoming record.
  - The deleted record is logged in the import report.
- If the incoming authority record status (Leader/05) is **x** (deleted; heading replaced by another heading), the following processing occurs:
  - All bibliographic and authority record links to and from the existing authority record are disconnected.
  - The existing authority record is replaced by the incoming record.
  - The deleted record is logged in the import report.

**Item Records Created from Embedded Holdings Tags**

When you import bibliographic records using an import profile that is set to build item records from embedded holdings tags, the items are created automatically based on the holdings tag number and MARC subfield mapping specified on the Item Records tab. This table shows the default settings, requirements, and data entry conventions for item record creation from data in the 852 tag in the **Polaris default (with item creation)** profile. The data entry conventions apply to all profiles.

Polaris Item Record Field	Subfield	Required	Data Entry Conventions
Assigned	\$a	Yes	Must match a branch

Polaris Item Record Field	Subfield	Required	Data Entry Conventions
(branch)			ID or abbreviation. 15 characters max.
Collection	\$b	No	Must match a collection ID or abbreviation. 15 characters max.
Barcode	\$p	No	20 characters max.
Call Number Prefix	\$k	No	60 characters max.
Call Number Suffix	\$m	No	60 characters max.
Circ Status	N/A	No	ID or description. 80 characters max. Certain circ statuses are not allowed in new item records, for example <b>Lost</b> . If the ID or description in the circ status is not allowed, the circ status is taken from the template or from system defaults for item records.
Classification Number	\$h	No	60 characters max.
Copy Number	\$t	No	60 characters max.
Cutter Number	\$i	No	60 characters max.
Display in PAC	\$4	Yes	0 = No, 1 = Yes
Fine code	\$r	Yes	FineCodeID (ID or

<b>Polaris Item Record Field</b>	<b>Subfield</b>	<b>Required</b>	<b>Data Entry Conventions</b>
			description). 80 characters max.
Free Text Block	N/A	No	255 characters max.
Funding Source	\$1	No	50 characters max.
Holdable	\$5	Yes	0 = No, 1 = Yes
Library Assigned Block	N/A	No	ID or description. 80 characters max.
Loan Period Code	\$u	Yes	LoanPeriodCodeID, ID, or description. 80 characters max.
Loanable Outside System	\$7	Yes	0 = No, 1 = Yes
Material Type	\$w	Yes	MaterialTypeID, ID, or description. 80 characters max.
Name of Piece	N/A	No	255 characters max.
Non Circulating	N/A	No	0=No, 1=Yes
Non-Public Note	\$x	No	255 characters max.
Owner (branch)	\$o	Yes	Must match a branch ID or abbreviation. 15 characters max.
Physical Condition	\$q	No	255 characters max.
POLI-Segment ID	N/A	No	Number
Price	\$0	No	Monetary value (Format: ##.## No '\$' should be in the subfield. Include a

<b>Polaris Item Record Field</b>	<b>Subfield</b>	<b>Required</b>	<b>Data Entry Conventions</b>
			decimal where appropriate.)
Public Note	\$z	No	255 characters max.
Renewal Limit	\$y	Yes	0-99
Shelf Location	\$c	No	Must match shelf location ID or description. 80 characters max.
Shelving Scheme	\$j	Yes	0=No information, 2=Library of Congress 3=Dewey Decimal 4=National Library of Medicine 5=Superintendent of Documents 6=Shelving Control Number 7=Title 8=Shelved Separately 9=Other
Statistical Code	\$d	No	ID or description. 80 characters max
Temporary Shelf Location	\$l	No	25 characters
Vol (volume)	\$v	No	60 characters max.

## Duplicate Records Overlaid

If the import profile is set to perform duplicate detection, it can also specify how duplicate records are handled. For information regarding the process that compares the encoding level of duplicate bibliographic records, see [Bibliographic Overlay Based on Encoding Level](#). For information regarding the process that compares the cataloging source of duplicate authority records, see [Authority Record Overlay Based on Cataloging Source](#).

## Tags Retained from Duplicate Records

The Bibliographic Tags to Retain/Delete policy table is used to identify tags in bibliographic records to retain from duplicate records that are overlaid. The Authority Overlay Retention policy table is used to identify tags in authority records to retain from duplicate records that are overlaid.

### Note:

The Bibliographic Tags to Retain/Delete policy table can also be used to identify tags to delete from incoming records whether they are duplicates or not.

For more information on these tables, see the *Cataloging Administration Guide*, "Specify Tags to Retain from Overlaid Bibs" and "Specify Tags to Retain from Overlaid Authority Records."

For bibliographic records, you can also select the option **Profile-defined overlay retention tags** in the import profile and select additional bibliographic tags to retain. See [Set import options for bibliographic records](#).

## Bibliographic Overlay Based on Encoding Level

If the import profile is set to compare the encoding levels of duplicate records, the value in Leader position 17 is checked.

### Note:

Double-click on the Leader in the MARC21 view of the Bibliographic Record workform to see the encoding levels in Leader position 17:

- space - Full level
- 1 - Full level, material not examined
- 2 - Less than full level, material not examined
- 3 - Abbreviated level

- 4 - Core level
- 5 - Partial (preliminary) level
- 7 - Minimal level
- 8 - Prepublication level
- E - System-identified MARC error in batchloaded record
- I - Full-level input by OCLC participants
- J - Deleted record
- K - Less-than-full input by OCLC participants
- L - Full-level input added from a batch process
- M - Less-than-full added from a batch process
- u - Unknown
- z - Not applicable

The following table shows the values in the incoming record in Leader position 17 and the values in the existing record that allow or disallow an overlay. If the encoding levels are equal, the records are processed according to the setting in the import profile.

Incoming LDR/17 Value	Can Overlay	Cannot Overlay
space	space	J
	1	
	2	
	3	
	4	
	5	
	7	
	8	
	u	
	z	
	E	
	I	
	K	
	L	
M		
<b>Incoming LDR/17 Value</b>	<b>Can Overlay</b>	<b>Cannot Overlay</b>

Incoming LDR/17 Value	Can Overlay	Cannot Overlay
1	1	space
	2	I
	3	L
	4	J
	5	
	7	
	8	
	u	
	z	
	E	
	K	
	M	
Incoming LDR/17 Value	Can Overlay	
2	2	space
	3	1
	4	7
	5	I
	8	L
	u	J
	z	
	E	
	K	
	M	



Incoming LDR/17 Value	Can Overlay	Cannot Overlay	
<b>Incoming LDR/17 Value</b>	<b>Can Overlay</b>	<b>Cannot Overlay</b>	
3	3	space	
	5	1	
	8	2	
	u	4	
	z	7	
	E		I
			J
			K
			L
			M
<b>Incoming LDR/17 Value</b>	<b>Can Overlay</b>	<b>Cannot Overlay</b>	
4	3	space	
	4	1	
	5	7	
	8	I	
	u	J	
	z	K	
	E		L
			M
<b>Incoming LDR/17 Value</b>	<b>Can Overlay</b>	<b>Cannot Overlay</b>	

Incoming LDR/17 Value	Can Overlay	Cannot Overlay
5	5	space
	u	1
	z	2
	E	3
		4
		7
		8
		I
		J
		K
		L
		M
	Incoming LDR/17 Value	Can Overlay

Incoming LDR/17 Value	Can Overlay	Cannot Overlay
7	2	space
	3	1
	4	I
	5	J
	7	L
	8	
	u	
	z	
	E	
	K	
	M	
Incoming LDR/17 Value	Can Overlay	Cannot Overlay
8	5	space
	8	1
	u	2
	z	3
	E	4
		7
		I
		J
		K
		L
		M

Incoming LDR/17 Value	Can Overlay	Cannot Overlay
u	u	space
	z	1
	E	2
		3
		4
		5
		7
		8
		I
		J
		K
		L
		M
	Incoming LDR/17 Value	Can Overlay

Incoming LDR/17 Value	Can Overlay	Cannot Overlay
z	u	u
	z	space
	E	1
		2
		3
		4
		5
		7
		8
		I
		J
		K
		L
		M
Incoming LDR/17 Value	Can Overlay	Cannot Overlay

Incoming LDR/17 Value	Can Overlay	Cannot Overlay
E	E	u
		z
		space
		1
		2
		3
		4
		5
		7
		8
		I
		J
		K
		L
M		
<b>Incoming LDR/17 Value</b>	<b>Can Overlay</b>	<b>Cannot Overlay</b>

Incoming LDR/17 Value	Can Overlay	Cannot Overlay
I	space	J
	1	
	2	
	3	
	4	
	5	
	7	
	8	
	u	
	z	
	E	
	I	
	K	
	L	
M		
<b>Incoming LDR/17 Value</b>	<b>Can Overlay</b>	<b>Cannot Overlay</b>

Incoming LDR/17 Value	Can Overlay	Cannot Overlay
J		space
		1
		2
		3
		4
		5
		7
		8
		1
		u
		z
		E
		I
		J
		K
		L
M		
Incoming LDR/17 Value	Can Overlay	Cannot Overlay



Incoming LDR/17 Value	Can Overlay	Cannot Overlay
K	2	space
	3	1
	4	7
	5	I
	8	J
	u	L
	z	
	E	
	K	
	M	
Incoming LDR/17 Value	Can Overlay	Cannot Overlay

Incoming LDR/17 Value	Can Overlay	Cannot Overlay
L	space	J
	1	
	2	
	3	
	4	
	5	
	7	
	8	
	u	
	z	
	E	
	I	
	K	
	L	
M		
<b>Incoming LDR/17 Value</b>	<b>Can Overlay</b>	<b>Cannot Overlay</b>

Incoming LDR/17 Value	Can Overlay	Cannot Overlay
M	2	space
	3	1
	4	7
	5	I
	8	J
	u	L
	z	
	E	
	K	
	M	

### Authority Record Overlay Based on Cataloging Source

If the option **Merge duplicate records** is selected when importing authority records, the 040 \$a of the incoming record is checked against the entries in the following Administration policy table: **Authority Record Import: Preferred Cataloging Source**. If the (040 \$a) code in the incoming record matches an entry in the table, the preference order of the code is checked. The incoming record overlays the database record if it has a higher level of preference than the code in the database record.

**Note:**

For information on setting up this policy table, see the *Cataloging Administration Guide*, "Specify preferred cataloging sources for authority records."

1. The original cataloging agency of the incoming record (tag 040 \$a) is matched to entries in the Authority Record Import: Preferred Cataloging Source policy table in Polaris Administration.

Preferred Cataloging Source Table Entries for Importing Library	Incoming Record Tag 040 \$a	Import Processing Status
Has entries	Matches a table entry	Valid for import processing
Has entries	Does not match a table entry	Invalid record is logged in the import report, but is not added to the catalog
Has entries	No tag 040	Invalid record is logged in the import report, but is not added to the catalog
No entries	No tag 040	Incoming record is added to catalog as provisional. Logged in import report. Added to provisional record set if specified. Existing record is not changed.
No entries	Has original cataloging source information	Valid for import processing

2. If the imported authority record is from a preferred cataloging agency, the ranking of the agency is compared with the agency ranking of the existing record.

The ranking of preferred cataloging agencies is determined by the agency’s entry position in the Authority Record Import: Preferred Cataloging Source policy table in Polaris Administration.

Incoming Record Original Cataloging Agency Preference	Processing Done for Incoming Record
<b>Higher</b> than the agency for the existing record	Processed according to value in record status (Leader/05)

Incoming Record Original Cataloging Agency Preference	Processing Done for Incoming Record
<b>Equal to</b> the agency for the existing record	Processed according to value in record status (Leader/05)
Existing record does not have a cataloging agency specified	Processed according to value in record status (Leader/05)
<b>Lower</b> than the agency for the existing record	Entry logged in import report. Incoming record is not added to catalog.

- If the imported record has a higher or equal source preference than the existing record, the duplicate records are processed based on the record status (Leader/05) of the incoming record.
  - If the incoming record has a record status of **n** (new), **c** (corrected or revised), or **a** (increase in encoding level), Polaris does new or update processing.
  - If the incoming record has a record status of **d** (deleted), **s** (deleted with heading split), or **x** (deleted with heading replaced), Polaris does deletion processing.

---

## Importing and Ordering Processes

Automatic processing during importing and ordering work together in Polaris to create purchase orders or selections lists, and update on-order items so they can circulate.

See also:

- [The Bulk Add Process](#)
- [Enriched EDI Orders and Shelf-Ready Items](#)

### The Bulk Add Process

When you import a supplier's brief bibliographic records using the Acquisition Bibs import profile (or a copy of this profile), the records are gathered in the bibliographic record set specified in the profile. Then, you open the record set and bulk-add the records to create a purchase order or a selection list. Specific tags and subfields must

be in the imported bibliographic records for Polaris to create the line items and segments.

**Important:**

The import profile must be set up to retain 970 tags as well as 020 (ISBN) and 024 (UPC) tags. See the Cataloging Guide.

The following information in the 970 tag of the bibliographic record is used to create each segment of the purchase order or selection list automatically:

**Note:**

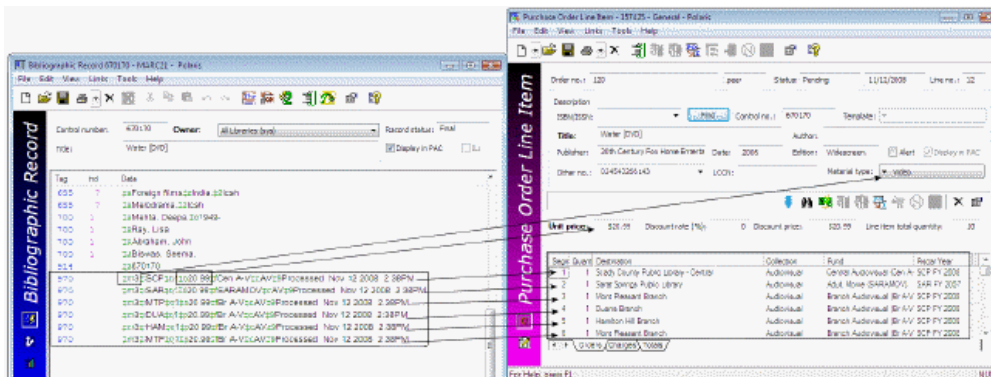
The collection information, material type, and non-public note are not required to create a segment. If the supplier includes copy-level information in \$h, it is used in the creation of on-order items.

**Tip:**

The subfields can be in any order in the 970 tag.

- **\$l** = location (must match the branch abbreviation in Polaris)
- **\$q** = quantity
- **\$f** = fund (must match the fund name or fund alternative name for an open fund in Polaris)
- **\$c** = collection (must match the collection abbreviation in Polaris)
- **\$p** = price
- **\$m** = material type (must match the material type code in Polaris)
- **\$n** = non-public note (cannot exceed 255 characters; if there is a non-public note, it appears on the Instructions to Supplier view of the Purchase Order Line Item work-form)
- **\$h** = item template code. It can contain alpha and/or numeric characters, or up to 10 characters. See the *Acquisitions Guide*, Creating On-Order Item Templates.

The illustration shows how the 970 tags in the bulk added bibliographic record are used to create purchase order line item segments.



If a bulk-added bibliographic record contains more than one ISBN or UPC, the purchase order line item displays the most-recently added ISBN (020\$a) at the top of the **ISBN** list (and its associated price from the 020\$c in the **Price** box), or the most-recently added UPC in the **Other number** box.

**Note:**

If the Polaris Administration Acquisitions parameter **Bulk add to PO: Add Alert to PO line item for multiple ISBNs** is set to **Yes**, purchase order line items with multiple ISBNs are listed with an exclamation mark in the Find Tool results list and the Purchase Order workflow, Line Items view. The **Alert** box is also checked in the Purchase Order Line Item workflow if the linked bibliographic record contains multiple ISBNs.

If a price is not in the MARC record's **970 \$p**, the system checks for the price in the following tags:

- **020** - If an ISBN is present in **020 \$a**, the corresponding **020 \$c** is checked for a price. If both are found, the ISBN is copied to the purchase order line item's **ISBN** field, and the price is copied to the purchase order line item's **Unit price** field.
- **024** - If no price is found in the **020 \$c**, the system checks for a **024 \$a** with a first indicator of **3**, and if present, the corresponding **024 \$c** is checked for a price (OCLC records place the 13-digit ISBN and the accompanying price in the 024 tag, if the first indicator is a 3). If both are found, the number in the **024 \$a** is copied to the purchase order line item's **ISBN** field, and the price is copied to the purchase order line item's **Unit price** field.

**Note:**

If the first indicator in the **024 \$a** is **1** or any number other than **3**, the number is copied to the purchase order line item's **Other number** field. In

this case, the unit price is copied from the default value in the Bulk Add to Purchase Order dialog.

If the price is not in the record, and the Acquisitions parameter **Bulk Add to PO: Replace Invalid Fields with Default Data** is set to **Yes** in Polaris Administration, the default price is used.

Any missing or invalid information is noted in the bulk add error report, and you can edit the purchase order or selection list as needed.

### Administration Settings That Affect Bulk-Add Processing

The following parameters and profiles in Polaris Administration control bulk-add processing:

- **Bulk add to PO: Add Alert to PO line item for multiple ISBNs** - Adds an alert for purchase order line items with multiple ISBNs.
- **Bulk add to PO: Replace invalid fields with default data** - Specifies defaults for records bulk-added to purchase orders.
- **Bulk Add to SL: Replace invalid fields with default data** - Specifies default data for records bulk-added to selection lists.
- **Bulk add to PO/SL: Mark 970 data as processed** - Marks processed 970 tags so they do not get used again.
- **Filter branches in line item segments** - Filters destination branches.

For more information, see the Acquisitions Administration Guide.

### Enriched EDI Orders and Shelf-Ready Items

If your library uses a supplier's cataloging services so that materials arrive shelf-ready, you can send enriched EDI orders so that the supplier can return bibliographic records with embedded holdings data. When the bibliographic records are imported using the Enriched EDI Order import profile, the embedded holdings data is used to update on-order items to shelf-ready items. Another method for creating shelf-ready items is to allow the supplier to search the Polaris database and retrieve holdings information. See [Shelf-Ready Items Using Z39.50](#).

### Enriched EDI Orders

An Enriched EDI order includes the following information for each purchase order line item segment in the transmission:



- Title
- ISBN
- Bibliographic record control number (from Polaris)
- Purchase Order Line Item ID - Unique ID for the purchase order line item, not the number that appears in the Purchase Order workflow
- Purchase Order Line Item Segment Number - Segment number as it is displayed in the Purchase Order Line Item
- Quantity - Number of copies ordered for that location (collection and branch)
- Branch Code - The branch's abbreviation exactly as defined in Polaris
- Collection Code - The collection abbreviation exactly as defined in Polaris
- Call Number - Call number in the linked on-order item record. Your supplier may or may not use call numbers.

When the supplier processes the Enriched EDI order, a file containing full bibliographic records with embedded holdings data is produced. These bibliographic records with embedded holdings data in the 949 tag (or another tag you and your supplier have agreed upon) are imported into Polaris. If the holdings data is in the 949 tag, you can use the Enriched EDI Order profile (or a copy of the profile with the same settings, but named according to the supplier) to import these records. This profile is set up so that the existing item records are updated with the data in the 949 tag.. See the Cataloging Guide.

If the option **Update linked PO line item to received** is checked in the EDI Invoice Defaults profile, the linked purchase order line items are received, and the linked items either remain on-order, or they are updated to in-process as soon as the EDI invoice is created in Polaris (depending on the item record option selected in the profile). See the Acquisitions Administration Guide.

You can wait until the shipment arrives to update the purchase order line items. When the shipment arrives, use the Check In Shelf-Ready Materials workflow to check in the shelf-ready item records and update the linked purchase order line item segments in the same step. See the Patron Services Guide.

### Shelf-Ready Items Using Z39.50

If your library allows suppliers to search the Polaris database using Z39.50, the supplier can provide shelf-ready item data in their bibliographic records. When the supplier searches the Polaris database, the bibliographic records are displayed with an 852 tag for every item record, whether it was manually created or imported. If the item is linked

to a purchase order line item, the holdings data displays the linked purchase order line item ID followed by the purchase order line item segment number in subfield e (\$e). For information on setting up Polaris as a remote database for suppliers to search, see the Administration Guide.

See also:

- Patron Services Administration Guide

---

## EDI File Sent Warning Message Box

The EDI File Sent Warning message appears when you select **File, Send**, and the purchase order was already transmitted via EDI.

Use the EDI File Sent Warning message box to:

- Retransmit the purchase order via EDI - Click **Continue**.
- Cancel the EDI transmission - Click **Cancel**.

## Processing EDI Invoices

If you send orders using electronic data interchange (EDI), an electronic invoice file is created automatically when the order is filled. The electronic invoice file is sent to your library's **out** directory on the supplier's FTP server. The EDI Agent retrieves the invoice file and loads it into the Polaris database.

This process creates an invoice with the suffix EDI. An EDI invoice log with the invoice results is also created in Polaris and emailed to the address specified in the EDI Invoice Defaults profile.

In the following cases, the EDI invoice file from the supplier does not create the EDI invoice in Polaris immediately:

- If **Hold partial shipment invoices** is selected in the **EDI Invoice Defaults** profile in Polaris Administration, invoices are not created automatically. With this setting, Polaris will not create an invoice from the supplier's invoice data if the quantity sent does not match the quantity ordered for any line item. See [Process EDI invoices for partial shipments](#).
- If the **ASN Shipment** option is selected in the **Supplier Record** workform, the EDI invoice is not created automatically until the order has been received via the **Receive ASN Shipments** workform.

When the EDI invoice is created, the invoice line items are automatically linked to a matching purchase order line item. You have the following choices when marking purchase order line items as **received**:

1. You can set the **EDI Invoice Defaults** profile to update the linked purchase order line item to **received** as soon as the invoice is saved in the Polaris database. You can also update the item records.
2. You can choose to wait and update the purchase order line item only when the physical shipment arrives.

---

### Invoice to Purchase Order Errors

You see a red exclamation point beside the invoice line item in the **Find Tool** results list and in the **Line Items** view of the Invoice workform if the following happens:

- Polaris does not find a matching purchase order line item
- The matching purchase order line item has an incorrect status, such as canceled. In this case, the purchase order line item is not linked, but it is used to create an invoice line item.

Check the invoice log if you see the exclamation point. If a matching purchase order line item has an incorrect status, the invoice line item is created, and an error is listed in the log.

### See Also

For more information on processing EDI invoices, see the following topics:

[Review automatic EDI invoices](#)

[Process EDI Invoices Workform](#)

[Process EDI Invoices for Partial Shipments](#)

[EDI Invoice Default Dialog Box](#)

---

## Review automatic EDI invoices

EDI invoices are created automatically in Polaris using data retrieved from the supplier's FTP server, and an email message notifies you that the invoice is available. You can search for EDI invoices by the invoice number suffix EDI.

When an EDI invoice is generated in Polaris, a log of the invoice creation is posted to an EDI invoice log. The log lists the invoice numbers, and includes whether one or more titles have holds. The log also lists any errors.

For more information about the invoice log contents, see [The EDI Invoice E-mail Log](#).

### **Important:**

To deal separately with EDI invoices where the quantity sent does not equal the quantity ordered, select the **Hold partial shipment invoices** option on the EDI Invoice Defaults profile. Then you can generate them using the Process EDI Invoices workform. See [Process EDI invoices for partial shipments](#). Also see "Set up EDI invoice defaults" in the *Acquisitions Administration Guide*.

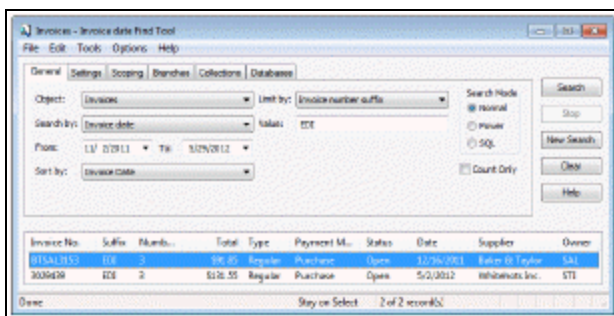
To open and review automatic EDI invoices:

1. Select **Acquisitions > Invoices** from the Polaris Shortcut Bar.  
The Find Tool appears with **Invoices** selected in the **Object** box.
2. Select **Invoice number suffix** in the **Search by** box, and type **EDI** in the **For** box.

**Note:**

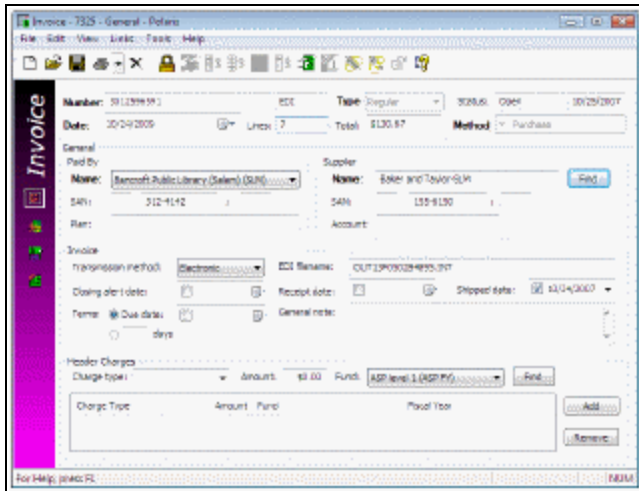
You can also limit by the invoice number suffix, EDI. For example, you can search by invoice date range and limit by the EDI suffix. You can select a sort by option to sort the results list before it appears. For example, you could search by the number suffix EDI, limit by supplier, type **Baker\***, and sort by owner to list the Baker & Taylor EDI invoices sorted by the owning branch.

The automatically-created EDI invoices appear in the results.



3. Double-click to open the invoice in the Invoice workflow.

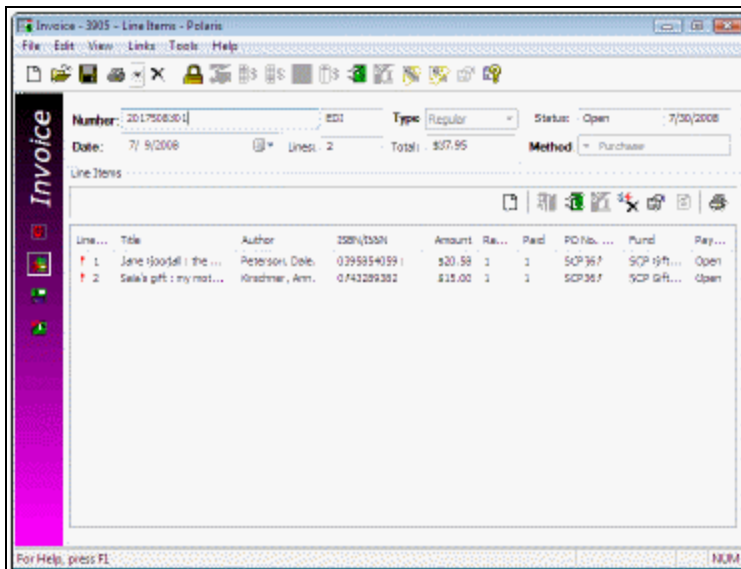
The EDI filename and the date the order was shipped are displayed in the workflow (if the supplier includes this information).



4. Select **View > Line Items** to see the line items in the invoice.

**Note:**

If there are invoice line items with errors that prevented them from linking to purchase order line items, a red exclamation point icon appears next to the invoice line items. The icon also appears in the Find Tool results list for EDI invoice line items that have errors.



5. Check your e-mail for messages regarding EDI invoice transmissions. The email message is a detailed log of the invoices that the EDI Agent picked up from the

supplier's site. The log lists any bibliographic-level holds placed on the items, and any errors in the invoice. See [The EDI Invoice Email Log](#).

**Important:**

Correct any errors before paying the invoice.

6. If an invoice line item is listed with a red exclamation point because it was not linked to a purchase order line item, you can manually link to the purchase order line item by doing the following steps:

- a. On the Invoice Line Item workform, select **View > Additional Information**.

The Additional Information view appears.

- b. Click **Find**.

The Find Tool appears with **Purchase Order Line Item** selected.

- c. Search for and select the appropriate purchase order line item.

Any information in the Invoice Line Item workform is overwritten with the information from the purchase order line item you selected.

**Related Information**

- Setting up EDI ordering - To communicate with a supplier via EDI, you must first contact the supplier and get specific information to enter in Polaris. See the *Acquisitions Administration Guide*.
- Entering EDI information in the Supplier record - Set up the supplier record with the information you gathered from the supplier. See [Enter the supplier's EDI ordering data](#).
- Polaris EDI Agent - The Polaris EDI Agent is an SQL job that scans the library's directory on the supplier's FTP server. When it finds files, they are retrieved and used to create the purchase order acknowledgment and EDI invoice. If the supplier provides an Advanced Shipping Notice (ASN), it is also retrieved by the EDI Agent. See the *Acquisitions Administration Guide*.
- Electronic Purchase Order Acknowledgment - After the supplier receives the EDI purchase order, an electronic purchase order acknowledgment is placed on the supplier's FTP server. The Polaris EDI Agent retrieves the file and saves it in a local directory. You can generate the Electronic Purchase Order Acknowledgment from the **Utilities** menu. See the *Polaris Basics Guide*.
- Processing partial shipment EDI invoices - If your library has selected the **Hold partial shipment invoices** option in the EDI Invoice defaults profile, you can generate

EDI invoices with invoice line items where the quantity sent does not match the quantity ordered. See [Process EDI invoices for partial shipments](#).

---

## Process EDI Invoices Workform

You can access the Process EDI Invoices workform by selecting **EDI Services, Process EDI invoices** from the Acquisitions menu, pressing **Alt A +E** or by clicking the EDI icon in the Acquisitions toolbar.

Use the Process EDI Invoices workform to display and process EDI invoices where the number of items sent is not equal to the number of items ordered.

### **Note:**

Invoices appear on this workform only when the **Hold partial receipt invoices** checkbox is checked in the EDI Invoice Defaults profile. This setting prevents EDI invoices from being created automatically if any of the line items in the invoice has a number of copies that is not equal to the number of copies ordered. EDI invoices are generated automatically if the number of copies ordered and the number of copies received match for all titles on the invoice.

- Enter the search criteria for the invoices:
  - Enter the invoice number (maximum of 30 characters)
  - Enter the supplier's SAN
  - Enter an invoice date range by selecting dates in the From and To boxes.
- Filter by organization - If you want to process only a specific organization's invoices, select the organization. Set the organization filter to **All** to see all unprocessed partial EDI invoices.
- Find the partial EDI invoices - Click **Go**.
- Generate the invoices -Select an invoice, right click and select **Generate invoice** or click the toolbar icon.

The invoice is generated. If the **Update linked PO line items** checkbox is checked in the EDI Invoice Defaults profile in Polaris Administration, the linked purchase order line items are updated to Received, and any segments that could not be received are set to On-order. If the **Update linked PO line items** checkbox is not checked in the EDI Invoice



Defaults profile, the purchase order line items remain unreceived. You can link to the purchase order and receive the line items, or you can receive from the invoice.

---

## Process EDI invoices for partial shipments

Use the Process EDI Invoices workform if your library has selected the **Hold partial shipment invoices** option in the EDI Invoice Defaults profile in Polaris Administration. When the option to hold partial shipments is selected, the raw EDI invoice data from the supplier does not automatically create EDI invoice records in Polaris if the quantity sent and the quantity ordered do not match for at least one title on the invoice. If all quantities sent match all quantities ordered for all titles, the supplier's EDI invoice data is saved automatically as an EDI invoice record in Polaris.


**Note:**

You must have the permission **Process EDI Invoices: Allow** set at the system level to select EDI invoices to process.

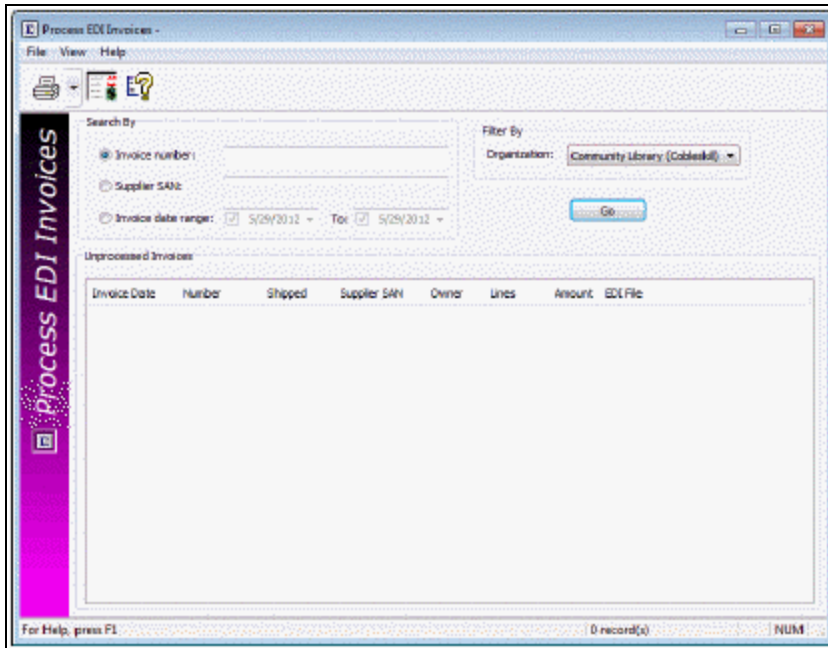
To generate an EDI invoice where the quantities sent do not equal the quantities ordered:

**Tip:**

You can wait to process partial shipment invoices if the supplier indicates the remainder of the order will be shipped eventually. When the supplier is able to complete the order and sends the EDI invoice file, the completed EDI invoice is created automatically in Polaris.

1. Select **Acquisitions > EDI Services > Process EDI Invoices** from the Polaris Short-cut Bar, click , or press **ALT+A+E**.

The Process EDI Invoices workform appears.



2. Enter the search criteria for the invoice as follows:
  - Enter the invoice number (maximum of 30 characters).
  - Enter the supplier's SAN (maximum of 7 characters).
  - Enter an invoice date range by selecting dates in the **From** and **To** boxes.
3. To filter the invoices by branch, select a branch in the **Organization** box. Select **All** to see all partially received EDI invoices in your library system.
4. Click **Go**.

The ungenerated invoice or invoices that meet your search criteria are listed.

5. To see the purchase order line items linked to this invoice, right-click an invoice in the list, and select **Purchase Order Line Items** from the context menu.

A box lists the linked purchase order line items. At least one of the purchase order line items listed has a number of copies sent less than the number of copies ordered. You can open a purchase order line item in its workform by double-clicking on it.

**Note:**

If the invoice is linked to only one purchase order line item, the Purchase Order Line Item workflow appears.

6. Select the invoice or invoices in the list, right-click and select **Generate selected invoices**.

The invoices you selected are generated, and they no longer appear in the list. If the **Update linked PO line items** checkbox is checked in the **EDI Invoice Defaults** profile in Polaris Administration, the linked purchase order line items are updated to Received, and any segments that could not be received are set to On-Order. The linked item records are either updated to in-process or remain on-order, depending on the setting in the profile. If the **Update linked PO line items** checkbox is not checked, the purchase order line items remain unreceived. See the *Acquisitions Administration Guide*.

7. Use the Find Tool to search for and select the generated EDI invoice.

If the line items are not received automatically, you can receive them from the invoice or purchase order. See the *Acquisitions Guide, Receiving Orders*.

#### Partial Shipments

If you hold EDI invoices for partial shipments, you can set up your distribution profiles at your supplier's site so the 970 tags are created first for the branches where you need the full number of copies ordered. Then you can receive the full number of copies for the busiest branches and split receipt for branches that can wait for the full number of copies to arrive. For more information, see the *Acquisitions Guide, Creating Purchase Orders*.

#### The EDI Invoice Email Log

**Tip:**

The EDI Agent and EDI FTP logs are created automatically, but are not sent to library staff members. These logs provide information regarding the FTP transfer and can be used in troubleshooting connection failures. For more information, see the *Acquisitions Administration Guide*.

When Polaris attempts to create EDI invoices from data retrieved from suppliers, a separate log file is created for each supplier's invoice data. For each invoice, the

log file indicates whether the invoice was created and lists details regarding any line items that had errors. These log files are saved in the same directory as the **EDINew** and **EDIDone** folders with the following name:  
**EDIInvoiceResults\_(Supplier name).(Org abbreviation).log.**

**Examples:****EDIInvoiceResults\_Baker\_And\_Taylor.STI.log****EDIInvoiceResults\_Ingram.STI.log.**

These logs are emailed to the addresses in the **EDI Invoice Defaults** profile with the subject line **EDIInvoiceResults** and organization abbreviation. The email log lists invoice line items that were generated, line items with errors, and line items with bibliographic-level holds placed on the titles.

The following types of messages may appear in the email log that is sent to the addresses in the **EDI Invoice Defaults** profile with the subject line **EDIInvoiceResults**:

- This message indicates the invoices were created successfully and some line items have linked bibliographic hold requests:

**Tip:**

The holds information in the log can help you prioritize the processing of materials that have holds if you have enabled the **Update linked PO lines to Received** setting in the **EDI Invoice Defaults** profile. (When the purchase order line items are received automatically, users do not see the message that appears when manually receiving line items with holds.)

**Begin processing EDI 810 file: testsal3644d.txt**

**Invoice # BTSAL3644e Suffix = EDI, was created.**

**INLI #2 on Inv #BTSAL3644e Suffix = EDI, has 1 linked holds.**

**Invoice # BTSAL3644b Suffix = EDI, was created.**

**INLI #4 on Inv #BTSAL3644b Suffix = EDI, has 2 linked holds.**

**Invoice # BTSAL3644d Suffix = EDI, was created.**

**Invoice # BTSAL3644a Suffix = EDI, was created.**

**End processing EDI 810 file: testsal3644d.txt**

- These messages indicate problems with the invoices:
  - **Invoice #3014384848 may not have been created. Contact your Polaris support representative for assistance.**
  - **Inv#3014384848 has invalid IT101(s). Could not match an IT101/IT111 with a PO# in the system. Inv#3014384848 suffix=EDI was created.** - The invoice was created, but there were problems with some of the invoice line items that did not match up with a purchase order.
  - **The SA Profile defaults were used to create INLI# 5 on Inv #3014384848.** - An unlinked invoice line item was created using default data in the EDI Invoice Defaults profile because no matching purchase order line item was found. If a bibliographic record with a matching ISBN and title is found in the Polaris database, it is used for the title of the invoice line item. If no matching ISBN or title is found, the title is the default title in the profile, for example, **No matching PO line item was found.**
  - **The POLI# 5 on PO#BetterBooksPO1 is not linked to INLI# 4 on Inv# 3014384848 Suffix = EDI because it has the wrong status. An unlinked INLI was created.** - An invoice line item is created using information from the matching purchase order line item, but the invoice line item cannot be linked to the purchase order line item because the purchase order line item has a status that prevents it from being linked.
  - **Invoice#3014384848 Suffix = EDI was created.** - The invoice was created, but check the messages for individual invoice line items that may have problems.
  - **The POLI# 5 on PO#BetterBooksPO1 is not linked to INLI# 6 on INV# 3014384848 Suffix = EDI because the quantity sent did not equal what was ordered. An unlinked INLI was created.** - This message appears when the **Hold partial shipment** option is not selected in the EDI Invoice Defaults profile. When an invoice line item indicates that the quantity sent does not equal the quantity ordered, the invoice line item is created using information from the matching purchase order line item, but it cannot be linked to the purchase order line item because the quantities do not match.
  - **EDI Inv# X Suffix= EDI has not been generated because Invoice line item quantity sent does not equal the PO line item total quantity ordered and EDI invoicing is set to hold partial shipment invoices. These PO lines are**

**partials: [POLI ID X, POLI ID Y]** - This message appears when the **Hold partial shipment invoices** option is selected on the EDI Invoice Defaults profile, and the EDI invoice indicates that for at least one line item, the quantity shipped does not equal the quantity ordered.

**Note:**

To see the linked purchase order line item, use the Find Tool to search for it by the purchase order line item ID.

---

## EDI Invoice Default Dialog Box

The EDI Invoice Default dialog box appears when you double-click the **EDI Invoice Defaults** profile on the Acquisitions/Serials tab in System Administration. If a supplier creates an electronic invoice, the information in the EDI Invoice Default dialog box is used to create the invoice automatically. See also: [Set up EDI invoice defaults](#).

Use the EDI Invoice Default dialog box to:

- Specify the title used to create EDI invoice line items when no matching purchase order line item is found - Type a title in the Title box.
- Select the default destination used to create EDI invoice line items when no matching purchase order line item is found - Select the library in the Destination box.
- Specify whether header charges are loaded automatically - Select Load supplier header charges to automatically load the supplier header charges to the EDI invoice. You can select only one fund to use for these charges if they are loaded automatically. If this checkbox is unchecked, none of the supplier header charges will be loaded automatically. When the shipment arrives, the supplier header charges can be entered in the Invoice workflow.
- Specify the fund to use for header charges - If you selected Load supplier header charges, select the fund to use for these charges in the Header fund box.
- Select the fund used to create EDI invoice line items when no matching purchase order line item is found - Select the fund in the Segment fund box.
- Enter a note to include with any EDI invoice line item that is created when there is no matching purchase order line item - Type the text in the Alert note box.
- Specify whether matching purchase order line items are updated to Received - Select Update linked PO line item to received to update linked purchase order line items when the EDI invoice is created in Polaris. Clear the checkbox to wait to

receive the line items when the actual shipment arrives. The the line items can be received from the invoice.

- Specify whether linked on-order items are updated - If the Update linked PO line item to received box is checked, select Update on-order item circulation status to update any linked on-order items to in-process. Clear the checkbox to leave the linked items with a status of on-order until the shipment is received. Important: If the Update on-order item circulation status checkbox is not selected, staff members will never see on-order items with an in-process status; they are updated to a status of In when they are checked in through circulation.
- Prevent EDI invoices from being generated when the number of copies ordered and received does not match - Select Hold partial receipt invoices if you do not want EDI invoices to be generated automatically from the supplier's invoice files when the number of copies sent does not equal the number of copies ordered on any of the line items in the invoice. If this checkbox is checked, you can process these invoices using the Process EDI Invoices workflow.
- Specify who should receive e-mail notices when the EDI invoices are received - In the Email addresses box, enter the e-mail addresses of the individuals to notify when the EDI invoice is received. You can enter multiple e-mail addresses separated by semicolons, but do not end an e-mail address with a semicolon unless another address follows it.

**Important:**

If an e-mail address ends with a semicolon, the e-mail program expects another e-mail address to follow and it fails on the blank address. The invoices are created but no e-mails are sent.

## Acquisitions Shortcut Keys

These charts list keyboard shortcuts you can use with Polaris Acquisitions workflows.

- [General](#)
- [Purchase Order Workform](#)
- [Purchase Order Line Item Workform](#)
- [Invoice Workform](#)
- [Selection List Workform](#)

General	
FUNCTION	KEYS
Workform help	<b>F1</b>
New dialog box	<b>CTRL+N</b>
Close workform	<b>ALT+F4</b>
Save record	<b>CTRL+S</b>
Print current view	<b>CTRL+P</b>
Print current list view	<b>CTRL+SHIFT+P</b>

Purchase Order Workform	
FUNCTION	KEYS
Add Line Item	<b>CTRL+I</b>
Claim Line Item	<b>CTRL+M</b>
Cancel Line item	<b>CTRL+N</b>



<b>Purchase Order Workform</b>	
Receive Line Item	<b>CTRL+R</b>
Copy Line Item	<b>CTRL+T</b>
Refresh list view	<b>CTRL+E</b>

<b>Purchase Order Line Item Workform</b>	
<b>FUNCTION</b>	<b>KEYS</b>
Receive Segment	<b>CTRL+R</b>
Copy Segment	<b>CTRL+Y</b>
Modify Segment	<b>CTRL+M</b>

<b>Invoice Workform</b>	
<b>FUNCTION</b>	<b>KEYS</b>
Add Line Item	<b>CTRL+I</b>
Receive Line Item	<b>CTRL+R</b>
Credit Line Item	<b>CTRL+E</b>
Pay Line Item	<b>CTRL+Y</b>
Refresh list view	<b>CTRL+E</b>

<b>Selection List Workform</b>	
<b>FUNCTION</b>	<b>KEYS</b>
Add Line Item	<b>CTRL+I</b>
Delete Line Item	<b>CTRL+D</b>

<b>Selection List Workform</b>	
Refresh list view	<b>CTRL+E</b>
Copy segment data	<b>CTRL+N</b>

## Acquisitions Reports

To access Acquisitions reports, select **Utilities** from the Polaris Shortcut Bar, and select **Reports and Notices, Acquisitions**.

- **Advanced Shipment Container Content** - Lists all items found in a specific package or container for which the supplier has sent an EDI ASN file. Type or scan the 18-digit SSCC tracking barcode in the Report Wizard window. The header shows the date shipped. The report is sorted by title, and it includes the following information: title; author; ISBN or UPC; purchase order number and suffix; purchase order line item ID; and the total quantity sent.
- **Advanced Shipment Containers Not Yet Received** - Lists all items found in a package/container for which the supplier has produced an ASN, but which has not yet been received through the ASN workform. To generate the report, enter the supplier's SAN (with or without hyphens) in the Report Wizard dialog box. The report is grouped by tracking barcode, and sorted by title, then purchase order number. It lists the tracking barcode, PO#/Suffix, Title/Author/ISBN (UPC), PO Line ID, Qty Sent, and the Date Shipped.
- **Advanced Shipment Notification Log** - The Advanced Shipment Notification log displays all titles received via ASN for a supplier and line item status date range. To generate the report, enter the **Supplier SAN** (with or without the hyphen), the **Line item status start date**, the **Line item status end date**, and press **Enter** or click **Submit**. The line item status date is the date the line item's status was updated to **Received** (all segments were received via ASN).

The report lists purchase order line items that have segments received via ASN within the time period (including the start and end dates) for the specified supplier. It includes the following columns of information sorted by purchase order number, then title, then carton tracking number: **PO # / Suffix; Title / Author / ISBN (UPC); Tracking Barcode; POLI ID; Ord** - Total quantity ordered from the purchase order line items; **Sent** - Total quantity shipped by the supplier; **Rec** - Total quantity of all received purchase order line item segments; **ASN Rec** - Total quantity of purchase order line item segments received using the Receive ASN Shipments workform; **Note** - If the shipped quantity was adjusted, a note appears in this column. The report is printed in landscape page orientation.

- Average Days On Order by Supplier and Material Type - Shows how long suppliers take to fulfill orders. For each supplier, it shows the material type, the date ordered, the date received, and the destination library.
- Average Material Cost by Supplier - Compare suppliers by the type of material purchased. It shows the average price of invoiced items for each supplier, according to material type.
- Canceled Titles by Supplier - Each canceled title is listed with its ISBN/ISSN, quantity, amount (price), purchase order number, and line number.
- Check In Shelf-Ready Materials - For each branch listed, the report contains the following information:
  - Purchase order line item segment receipt information: Purchase order number and suffix; Title and author; Purchase order line ID number and Segment ID number; Fund; Quantity ordered/Quantity received
  - Comments: If the line item segment was split because fewer copies were received than were ordered, a note appears in this section.
  - Item check in information: The date and time that the item was checked in using the Receive Shipment workflow; the workstation name where the check in was done; the user name of the staff member doing the check in; item's barcode, title, author, ISBN/UPC, item ID, assigned branch abbreviation
- Claims Ready for Cancellation - Lists items that should be cancelled because the maximum number of claims have been generated, and the item still has not been received. If your library has chosen to automatically cancel items after the claim cycle, the items will not appear on this report.
- Currency Exchange Rates - For each library organization selected, the report shows the foreign currency, the exchange rate, the last modified date, and the user who last modified the exchange rate for that organization and foreign currency.
- Electronic Invoice - Specify the date range and the supplier SAN to see the EDI invoices. For each invoice, the report lists the invoice date, the invoice number, the purchase order number, the currency (if a currency other than the base currency was used), the date shipped, and the library account's SAN ID. Under the invoice information are the details for each purchase order line item, including the purchase order line ID, the ISBN, the title, the quantity, the discount and retail prices, the line item's purchase order number, and the discount percentage. The report's page orientation is landscape.
- Electronic Purchase Order Acknowledgment - An electronic purchase order acknowledgment (POA) is the supplier's response to an electronic purchase order

that the library sent. A Polaris utility scans the supplier's FTP server for acknowledgments and invoices. If a purchase order has been sent and an acknowledgment is on the supplier's server, the utility downloads the file to the C:\Polaris Reports\EDINew directory (or another directory your library has specified to store these files). The information in the downloaded file is used to create this report.

Use this report to identify the status of titles electronically transmitted in a purchase order. The acknowledgment status codes in the report vary according to supplier. You can also refer to the report to manually adjust a purchase order in Polaris to reflect the current status of on-order titles. Each purchase order confirmed in the report begins a new page, and the information on the page is grouped by line item status. The report's page orientation is landscape. To run the report, select a branch (or select All) from the Organization list, enter the start date, end date, and the supplier's SAN without a hyphen. The supplier's SAN is in the Supplier record.

- **Encumbrances and Expenditures by Supplier** - Use this report to inform materials suppliers of how much money has been spent (expenditures) and how much money the library plans to spend (encumbrances) for a fiscal year. The report lists suppliers by SAN, and suppliers that share the same SAN are grouped together and listed in alphabetical order. If no SAN is found in the supplier record, the supplier displays individually on the report. The encumbrances and expenditures amounts are sub-totalled for each supplier account, and then totaled for the supplier group.

**Note:**

If your library supports more than one fiscal year hierarchy for the same collection, the report should be run for each fiscal year hierarchy.

Suppliers are listed on the report if they are linked to:

- Purchase order line items for which amounts have been encumbered in funds linked to the selected fiscal year.
- Invoice line items for which amounts have been expended from funds linked to the selected fiscal year.

To run the report, select a single branch or all branches (you cannot select multiple branches) under Parameters. The fiscal year records for the selected branch (or all branches) are listed. Then, select a fiscal year from the list, and press **Enter** or click **Submit**.

- Expenditures by Fund and Material Type - Use this report to see expenditures grouped by funds (linked to the selected fiscal year) that were used to pay for items (items linked to invoice line item segments).

To run the report, first select a branch, multiple branches or all branches. If your library's acquisitions tasks are done centrally, select multiple branches or all branches. When multiple branches are selected, the funds are sub-totaled without branch grouping. If your library's acquisitions tasks are done decentrally, select a single branch to see the fund expenditures for that branch. Next, select the fiscal year. Only one fiscal year can be selected for each report. If the branch uses multiple fiscal years, a separate report must be run for each fiscal period.

Each fund grouping displays the fund's name and alternative name in a heading. Under the fund heading, the report lists the following information in columns from left to right as follows:

- **Material type** - The material types are sorted alphabetically within the fund group. (This is the item record's current Material Type, not the linked bibliographic record's Type of Material (TOM).) Items are counted unless they have been permanently deleted from the database.
  - **Purchased** - The number of items of each material type that were paid for using the listed fund. The total in the **Purchased** column shows the total number of items of all material types purchased using the listed fund.
  - **Check-Outs** - The number of check out transactions for each material type. The total in the **Check-Outs** column shows the total number of check outs for items of all material types purchased using the listed fund.
  - **Amount paid** - The dollar amount paid for the items by material type. The total in the **Amount paid** column is the total for items of all material types paid for using the listed fund.
- Expenditures by Material Type and Fund - Use this report to see expenditures grouped by material type and then sorted by fund within the material type grouping. To run the report, first select a branch, multiple branches or all branches. If your library's acquisitions tasks are done centrally, select multiple branches or all branches. When multiple branches are selected, the funds are sub-totaled without branch grouping. If your library's acquisitions tasks are done decentrally, select a single branch to see the fund expenditures for that branch. Next, select the fiscal year. Only one fiscal year can be selected for each report. If the branch uses

multiple fiscal years, a separate report must be run for each fiscal period.

Each material type grouping displays the material type heading. Under the material type heading, the report lists the following information in columns from left to right as follows:

- **Fund** - The funds are sorted alphabetically within the material type group.
  - **Purchased** - The number of items of this material type that were paid for using the fund. The total in the **Purchased** column shows the total number of items with this material type paid for by any of the listed funds.
  - **Check-Outs** - The number of check out transactions for each fund. The total in the **Check-Outs** column shows the total number of check outs for items with this material type purchased using any of the listed funds.
  - **Amount paid** - The dollar amount paid for the items by fund. The total in the **Amount paid** column is the total for items with this material type that were paid using any of the listed funds.
- **Fund Hierarchy Report** - Lists the funds for the selected fiscal year in a hierarchical view (similar to the Fund Explorer view) with sub-funds listed under top-level funds. The top of the report displays the fiscal year's total amount budgeted, encumbered, expended, available and the total percentage used. If your library orders centrally, you can select the fiscal year for the central processing organization, and the report will display all the top-level funds linked to the selected fiscal year with the subfunds under them. If your library orders decentrally, you can select the fiscal year for a branch, and all the top-level funds linked to the fiscal year will be listed with their subfunds under them. For each top-level fund listed, the following totals are displayed: **Total Allocated, Total Encumbered, Total Spent, Total Unspent, Unspent = Total Allocated minus Spent**. The totals include all the amounts for the subfunds added together.
  - **Fund Summary Report** - Lists the fund activity for the selected fiscal year. The top of the report displays the fiscal year's total amount budgeted, encumbered, expended, available and the total percentage used. If ordering is done centrally, the user selects the fiscal year for the central processing organization, and all the funds linked to the fiscal year are listed. If ordering is done decentrally, the user selects the fiscal year, and the funds are grouped by branch. The funds are listed with the totals for each individual fund.

- Fund Transaction Comparisons - Lists any discrepancies between the amount displayed in the fund balances in the Fund workform and amounts that include manual fund adjustments to encumbrances or expenditures.
- Fund Transaction History - Lists the entire transaction history for a fund.
- Funds by Group Name - Lists the library's fund activity for a specified date range by fund group name. Enter a part or whole fund name, or a portion of a word within a fund name. To see the activity for the current fiscal year, enter the exact start and end dates for the current fiscal year. The fund activity is available only for open fiscal years.
- Invoice Title, Status and Funds - Lists funds according to the invoice line item segment status.
- Items by Approval Plan - Lists items purchased using approval plans within a specified date range, including the material type, unit price, and number of copies for each title ordered under an approval plan.
- Items by Blanket Plan - Lists items purchased using blanket plans within a specified date range. It lists the material type, unit price, and number of copies for each title ordered under a blanket plan.
- Items by Donor Fund - Lists items purchased with donor funds within a specified date range, including the material type, unit price, and number of copies for each title ordered under a donor fund.
- Items Ordered by Deposit Account Fund - Lists items purchased with deposit account funds within a specified date range, including the material type, unit price, and number of copies for each title ordered under a deposit account fund.
- List of Funds by Fiscal Year - Lists the fiscal year and fund hierarchy for each library for all open fiscal years and funds. It includes the total amount allocated; the total currently encumbered and expended; the free balance; and the total amount remaining for each fund listed. The Report Parameters window displays the fiscal years according to the selected Organization(s).
- List of Suppliers by Owning Branch - The supplier information includes the supplier SAN (Standard Address Number), library account number, order address, payment address, and claim address.
- Number of Titles by Supplier - The number of titles that were ordered from a supplier over a specified period of time.
- Outstanding Claims by Supplier - Lists unresolved claims made for titles that were ordered but not received.



- **Outstanding Orders** - Lists purchase orders that are pending or have not been paid. It is useful to run this report to see the outstanding orders before running the Fiscal Year Rollover Utility. For each purchase order listed, the report shows the purchase order number, order type, ordering library, and the total amount of the purchase order. For each title ordered, the report shows the number of copies ordered for each destination/collection.

To run the report, select the organization for which you want to list the outstanding orders, and select the start and end dates to define a date range. You can limit the report output further by selecting a fiscal year.

- **PO Title Status and Fund** - Use this report to see the status of purchase orders. It lists fund encumbrances and disencumbrances, according to the purchase order line item segment statuses (canceled, on order, pending, received) and payment statuses (open, paid, or prepaid). In the Report Wizard dialog box, select the organization, payment status, and purchase order status. Then, specify the payment status start and end dates, and the purchase order status start and end dates.
- **Preliminary Level Bibliographic Records** - Identifies preliminary bibliographic records created in Acquisitions, so these records can be fully cataloged. When bibliographic information is entered in the **Description** fields of a Purchase Order Line Item (either manually or using Titles to Go), a preliminary bibliographic record is created with an encoding level of 5 (partial or preliminary) in the Leader position 17. The report identifies any bibliographic record with Leader position 17=5, and other details like Title, ISBN, and the number of the linked purchase order. The purchase order must have been released for it to appear in this report. If there is invoice data, it is included in the report.
- **Shelf Ready Items Not Received in Acquisitions** - Use this report to see purchase order line items that have not been updated to Received but the linked shelf-ready items have been checked in. The report lists any purchase order line item segment with a status of Pending, Cancelled, Closed, Currently Received or Received that has linked Items with a circulation status other than On-Order.
- **Supplier Performance Report**- Use this report to see the number of items ordered and received; the fill rate; and the number of items canceled and claimed. Select the library or branch for which you want to see the supplier data, and select the date range.
- **Uncataloged Titles with Holds** - Use this report to expedite the cataloging of received items that have hold requests. It identifies titles that had no hold requests at the time they were received, but then hold requests were made later on these

received items. The report shows the bibliographic record ID number, the title, author, format, received date, and the number of holds. The report is sorted in descending order by the purchase order line item's receipt date (most recent first), then by title in ascending order. An uncataloged title appears in the report if all items linked to the purchase order line item have a status of **In-Process** or **On-Order**, and at least one item has a status of **In-Process**. This status means that at least one copy of the title in the purchase order line item has been received. Also, the hold requests must have a status of **Active** to appear on the report.

**Note:**

The Holds Purchase Alert Circulation report is useful in making purchasing decisions because it lists titles that are requested frequently, but have too few items to meet the demand. To generate the report, select the Utilities menu from the Polaris Shortcut Bar. Then select Reports and Notices, Circulation, Holds, Holds Purchase Alert. For more information, see [Circulation Reports](#).

## Glossary

---

### 0

---

#### **006 field**

Fixed-length Data Elements - Additional Material Characteristics: This field contains 18 character positions (00-17) that provide for coding information about special aspects of the item being cataloged that cannot be coded in field 008 (Fixed-Length Data Elements). It is used in cases when an item has multiple characteristics. It is also used to record the coded serial aspects of nontextual continuing resources. The field has a tree structure, whereby the code given in 006/00 (Form of material) determines the data elements defined for subsequent character positions. Except for code s (Serial/Integrating resource), the codes in field 006/00 correspond to those in Leader/06 (Type of record). For each occurrence of field 006, the codes defined for character positions 01-17 will be the same as those defined in the corresponding field 008, character positions 18-34. Configurations of field 006 are given in the following order: books, computer files/electronic resources, maps, music, continuing resources, visual materials, and mixed materials.

#### **007 field**

Physical Description, Fixed Field - This field contains special information about the physical characteristics in a coded form. The information may represent the whole item or parts of an item such as accompanying material. The data elements in field 007 are positionally defined and the number of character positions in field 007 depends upon the code contained in 007/00. Character position 00 contains a code that identifies the category of material. The fill character (I) is not allowed in this position. The fill character may be used in any other character position when the cataloging agency makes no attempt to code the position. The categories of material for which field 007 is applicable in bibliographic records are presented in the following order in the field description: map, electronic resource, globe, tactile material, projected graphic, microform, non-projected graphic, motion picture, kit, notated music, remote-sensing image, sound recording, text, videorecording, and unspecified.

---

**008 field**

Fixed-length Data Elements - General Information This field contains 40 character positions (00-39) that provide coded information about the record as a whole and about special bibliographic aspects of the item being cataloged. These coded data elements are potentially useful for retrieval and data management purposes. The data elements are positionally defined. Character positions that are not defined contain a blank (#). All defined character positions must contain a defined code; for some field 008 positions, this may be the fill character (I). The fill character may be used (in certain character positions) when a cataloging organization makes no attempt to code the character position. The fill character is not allowed in field 008 positions 00-05 (Date entered on file). Its use is discouraged in positions 07-10 (Date 1), 15-17 (Place of publication, production, or execution), and the 008 position defined for Form of item (either position 23 or 29 depending upon the 008 configuration). Character positions 00-17 and 35-39 are defined the same across all types of material, with special consideration for position 06. The definition of character positions 18-34 was done independently for each type of material, although certain data elements are defined the same in the specifications for more than one type of material. When similar data elements are defined for inclusion in field 008 for different types of material, they occupy the same field 008 character positions.

---

**A****added entry**

A secondary entry to the main entry in a MARC record.

**approval plan**

An arrangement with a publisher or vendor to send materials automatically. With an approval plan, it is not necessary for the library to order each title individually, and titles that are not considered appropriate may be returned by the library. An approval plan with a vendor is usually an agreement that the library will receive current imprints selected for the library on the basis of a detailed profile.

**ASN (Advanced Shipping Notice)**

An advance shipping notice or advance ship notice (ASN) is an electronic notification of pending shipments that is provided by a supplier after an EDI order is received and processed. If the supplier has the capability to produce ASNs (X12

---

transaction set 856), the Polaris EDI Agent utility retrieves the shipment information, and loads the data into Polaris. This enables users to receive materials in Polaris by scanning the tracking barcode on the outside of the carton.

---

**B**

---

**blanket plan**

A blanket plan (also called a blanket order) is most commonly used for ordering all materials or a specific subset of materials that are published by an organization. In contrast with approval plans, blanket plans do not generally allow return privileges with simple deductions from the invoice. With blanket plans, quality is less important than comprehensiveness of coverage. Blanket plans can be as narrow as a specific publisher's series or as broad as a request to send all material of a particular type or on a particular subject.

**blind reference**

1) An authority link (see or see also - 4xx and 5xx respectively) which points to an authority heading that does not exist in the database. 2) An authority heading (1xx) to which no bibliographic records are linked.

---

**C**

---

**cataloging source**

A code stored in tag 040 \$a that tells who created the record. These codes are governed by the MARC code list for libraries.

**chronology**

The date(s) used by the publisher on a serially-issued bibliographic unit to help identify or indicate when it was published. The chronology may reflect the dates of coverage, publication, or printing.

**content designators**

Tags, indicators, and subfield codes in a MARC record.

**D**

---

**delimiter**

A separate character used in conjunction with a subfield code and introduces each subfield in a variable field.

**deposit account**

A deposit account is an account with a vendor that allows customers to pay all or a portion of the estimated annual billing in advance. Depending on the amount prepaid, the typical discount is from 1.5% to 4.5% more than with a regular plan, where invoices are paid after the receipt of titles.

**diacritical mark**

Any of various marks, such as a macron or cedilla, added to a letter or symbol to indicate its pronunciation or to distinguish it in some way.

**E**

---

**enumeration**

The designation reflecting the alphabetic or numeric scheme used by the publisher on an item or assigned when the holdings statement is created to identify the individual bibliographic or physical parts and to show the relationship of each unit to the unit as a whole.

**express registration**

Entering patron information during the check-out process as a service to new, unregistered patrons.

**F**

---

**first available copy requests**

Hold requests for specific issues of a serial title (such as the May 2015 issue of Horticulture Magazine ) or specific parts of a multi-part title (such as the first season of a television series on DVD).

---

**form subdivision**

A division of a subject heading which brings out the form of the work. For example, in the headings: Internet (Computer network) - Periodicals Library technicians - Bibliography

**free days**

A value applied at normal and bulk check-in, renewal, and offline that allows you to omit a specified number of days from the overdue fine calculation.

---

**G****geographic qualifier**

The name of a larger geographic entity added to a local place name. For example, in the headings: Cambridge (Mass.) Toledo (Spain)

**geographic subdivision**

A subdivision which limits a topical subject heading to a specific geographic location. For example, in the headings: Women - Peru Libraries - New York (State)

---

**M****monographic series**

A group of monographs with a collective title in addition to their individual titles. The individual titles may or may not be numbered. The collective title is generally found on the title page or the cover of each monograph.

---

**N****non-integrated serial**

A non-integrated serial is an item that is linked to a bibliographic record with a MARC bibliographic level entry of S , but is not linked to a Serial Issue Record created through the Polaris Serials Module.

---

**R**

---

**RTF**

Requests-To-Fill or RTF processing sends hold requests to designated libraries in a specified order. A library chooses to fill or deny the request. The request is routed until it is filled, it expires, or every library denies it.

**RTF routing cycle**

The request-to-fill (RTF) routing cycle includes a primary and a secondary cycle defined by the Holds Routing Tables. You can enter a number of branches as responder branches, beginning with the requestor (your) branch. The cycle tries to fill a hold at the same branch first, and then tries to fill the hold at the next branch listed in the primary routing table. After a preset amount of time, the branches in the secondary table try to fill the hold, each in turn.

---

**S**

---

**SICI**

The colloquial name for Serial Item and Contribution Identifier. The SICI is the SISAC bar code. The SICI incorporates the ISSN and is used on scholarly, technical, medical and other subscription based serials.

**SISAC**

Serials Industry Systems Advisory Committee. This committee was instrumental in creating the supporting documentation for the NISO z39.56 standard.

**standing order**

An order placed with a vendor or the publisher directly for all publications in a series, all volumes in a set, or all publications of a single publisher.

---

**T**

---

**trapped**

An item is said to be trapped for a hold when an item that fills a request is scanned at circulation and the system links the item to a specific request, either automatically or by displaying a message that prompts you for a decision.



## Index

---

### \$

\$9

system-supplied 68

\$h

970 subfield for copy-level information 11

characters 90

copy-level code in 970 tags 90

definition 90

### 0

020 tag

import profile 90

price in subfield c 10, 90

024 tag

import profile 90

040 tag

used in determining overlay 87

### 8

852 tags

holdings information in 69

Polaris default (with item creation) profile 69

**9**

970 tags

\$h 90

\$h copy level code 11

970 tag of the bibliographic record 90

purchase order line item segments 90

subfields that create segments 90

**A**

acquisitions shortcut keys

reference 108

adjusting funds

releasing a purchase order 29

ASN

overview of receiving 33

EDI invoice creation 56

implementing with a current EDI supplier 63

receiving a shipment using 53

receiving partial shipments 53

reports 111

using to receive shipments 53

authority control

automatically search remote databases during import 67

performing when importing 67

authority records

importing with deleted status 68

automatic authority control

    searching remote database during import 67

**B**

bibliographic records

    created via acquisitions, report 117

bulk add to purchase order

    unit price from bib when no 970 \$c 91

Bulk add to purchase order or selection list

    Mark 970 data as processed

        results of setting parameter to Yes or No 21

bulk adding

    970 tags to create segments 90

    bibliographic records with multiple ISBNs 90

    overview 89

    record sets in Find Tool to purchase orders 21

    setting administration options 92

    titles to new purchase order 21

    using defaults for purchase orders 22

bulk adding bibs

    MARC tags checked for unit price when no 970 \$c 11

    most-recently added UPC displayed in Other number box 91

    PO line item displays the most-recently added ISBN (020\$a) 91

bulk changing

    items, on order 57

**C**

call numbers

include in enriched EDI orders 27

checking in items (circulation)

receiving new shelf-ready items, procedure 48

checking in shelf-ready items

procedure 48

collections

abbreviations in 970 tags 90

currency

exchange rates report 112

**D**

data conventions

embedded holdings data 69

**E**

EDI

invoice and acknowledgement reports 112

troubleshooting FTP connection 4

EDI invoice e-mail

message details 42, 103

EDI invoices

ASN 56

bibliographic-level holds 42, 103

e-mail 37

linking to purchase order line items manually 47, 99

processing for partial shipments 40, 101

receiving 38, 45, 96

setting defaults 34

#### EDI ordering

call number setup for on-order items 7

EDI purchase order number maximum length 28

file information on purchase order 30

including item call numbers in enriched 27

processing partial shipment invoices 40, 101

receive using ASN 33

retransmitting 31

setting up supplier record for 64

setting up, overview 1

#### EDI transmission mode

setting active or passive FTP 13

#### EDI Agent

files retrieved by 2

overview 2

#### EDI Agent logs

described 4

examples 4

#### EDIFTP logs

described 4

#### electronic data interchange

See EDI 63

email

EDI invoice 37

EDI invoice details 42, 103

embedded holdings

data entry conventions 69

defaults for creating item records 69

subfield formats 69

encoding levels

defined 73

values that allow or disallow overlay during import 74

viewing from bibliographic record 73

enriched EDI orders

described 92

include call numbers 27

exclamation point

purchase order line items with multiple ISBNs 91

expenditures

reports 113

express importing

described 15

**F**

FTP

EDI troubleshooting 4

message examples 4

setting EDI transmission mode 13

fund transactions

viewing from a released purchase order 28

funds

adjusting overencumbrances when releasing a purchase order 29

listed by fiscal year, report 116

reports 115

**H**

hold requests

bibliographic and EDI invoices 42, 103

holdings data

defaults for creating item records 69

**I**

Import Jobs Queue

printing an import report from 15

importing

defaults for invalid subfields and indicators 67

defaults for item record creation 69

printing a report on an import job 15

processing time 15

specifying source file location 15

subfield formats for holdings 69

importing authority records

deleted status 68

importing bibliographic records

automatically search remote authority database 67

- performing authority control 67
- invoices
  - adjusting to match supplier's 32
  - creating item records from 39
  - receiving 38
  - setting EDI defaults 34, 36
- invoices, EDI
  - processing partial shipment invoices 40, 101
  - receiving 45, 96
- item records
  - creating from an invoice 39
  - creating from embedded holdings 69
  - generating on-order 26
  - including call numbers in shelf-ready materials 27
  - item record create error 29
  - updating when receiving purchase orders and invoices 57
- items
  - funds used to purchase, report 116
  - receiving shelf-ready, procedure 48

## K

- keyboard shortcuts
  - acquisitions 108

## L

- locations (branches)
  - abbreviations in 970 tags 90



---

**O**

## on-order item records

- call number setup for 7

- generating 26

- unit (list) price copied from line item 26

- updating by bulk changing barcode and call number 57

## orders

- See purchase orders 19

## overencumbrances

- adjusting fund when releasing a purchase order 29

## overexpenditures

- when releasing prepaid purchase order 30

**P**

## partial shipment EDI invoices

- processing 40, 101

## Polaris Default (with item creation) import profile

- holdings tag 69

## Polaris EDIAgent

- See EDIAgent job 2

## price

- bib tags checked if no 970 \$c 11

- copied from bib during bulk add without 970 \$c 91

- in 020 tag subfield c 10, 90

- unit (list) copied to on-order items 26

Process EDI Invoices workform  
    described 100

purchase order line item segment ID  
    displaying in a Z39.50 search 92-93

purchase order line item workslips  
    printing from the Receive ASN Shipments workform 55

purchase order line items  
    bibliographic records with multiple ISBNs 90  
    receiving EDI 57

purchase order numbers  
    supplier limits 26

purchase orders  
    bulk adding titles to new 21  
    bulk adding titles, overview 89  
    limit on purchase order number length 28  
    pending and unpaid report 117  
    releasing 26  
    selecting and importing titles from supplier, overview 19  
    specifying the bulk add error report path 23  
    status report 117  
    transmitting via EDI 30  
    using defaults in bulk add 22  
    viewing fund transactions 28

## R

receive  
    ASN shipments 53

- partially received ASN shipments 53
- Receive ASN Shipments workform
  - printing workslips 55
- receiving
  - invoice line items from an invoice 38
  - overview of Advanced Shipping Notice (ASN) 33
  - purchase order line items sent via EDI 57
  - updating linked item records 57
  - using the Advanced Shipping Notice (ASN) 53
- record sets
  - creating purchase orders using 21
- releasing purchase orders
  - alerts 26
  - supplier accepts EDI 27
  - viewing fund transactions 28
- reports
  - Acquisitions 111
- reports (cataloging)
  - import job 15
- retransmitting a purchase order
  - EDI File Sent Warning message 31

## S

- selection list line items
  - bibliographic records with multiple ISBNs 90
- selection lists
  - bulk adding titles, overview 89

shelf-ready items

allowing supplier to search Polaris database 92-93

including call numbers 27

not received via acquisitions report 117

shelf-ready materials

report 112

shipments

processing partial EDI invoices 40, 101

shortcut keys

acquisitions reference 108

source files

importing cataloging records 15

subfield 9 and text

system-supplied 68

subfields

format for embedded holdings 69

supplier records

setting up for EDI orders 64

suppliers

implementing ASN processing with a current EDI supplier 63

reports 112

**T**

template codes

in 970 \$h 90

templates (item record)

missing required fields 29

transmitting

purchase orders via EDI 30

**U**

uncataloged titles with holds

report 117

**Z**

Z39.50 and acquisitions

allowing suppliers to search the Polaris database 92-93