



SIERRA ACQUISITIONS

Using the Extended Approval Plan

The Extended Approval Plan product is used to process invoice files received from vendors in MARC format. You can process firm orders for monographs and monographs received on approval. There are numerous nuances with Acquisitions, and this summary is not all inclusive.

What is required to process firm orders for monographs?

A firm order MARC record load table is required. Libraries with load table training can create this load table, otherwise load tables can be purchased from Innovative. Contact Support for additional information. In the absence of a firm order MARC record load table, all incoming shipments are treated as records awaiting approval.

What is the typical workflow?

1. The library places orders with a vendor. Or the library has profiled specific authors or publishers can be sent on approval.
2. The vendor creates a file of MARC records.
3. The library retrieves the file and loads the file into the system using Sierra Data Exchange under Import Invoices. Loading choices (load profiles) are displayed in the Data Exchange drop down list. Libraries using more than one vendor may have purchased or created multiple load tables which will appear in the dropdown list.
4. As part of the loading process, a bibliographic and order record is created (if required, the load table can be set to match on an existing bibliographic record if additional copies are being ordered). The fixed and variable fields in the orders are created according to the load table mapping. Values for the fields may also be set based on the library's profile with the vendor and the data that the vendor supplies.
 - a. If a shipment has records without MARC 935 fields, Sierra treats them as records awaiting approval. The newly created order will have an order status of '1' (ON HOLD)
5. The library must return certain information to the vendor in order to receive an invoice. For example, a staff member might need to send back the order record number (.o), a vendor order key, and sub account number, and possibly in a specific order as specified by the vendor. Libraries may do this by queueing orders during loading (load table trigger setting determines whether this happens) and then making use of EDIFACT format to send the required pieces of information back to the vendor.

Alternatively, the library creates a review file of these orders by checking the box to create review file in Data Exchange load screen prior to loading the records. From the review file, the

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library lists or exports the order record number and vendor's supplied fields, in the order request by the vendor. The library transmits this information back to the vendor.

6. The vendor may supply a full MARC file, or if the vendor interacts with a supplier of bibliographic records, the vendor creates a file with the following elements and sends to the bibliographic utility.
 - a. Order record number in MARC tag 935
 - b. Invoice information in MARC tag 980/981
7. The library obtains the file of full MARC records and loads it. The load can also create items if a 945 is included in the data (one 945 for each item). The 945 contains item data such as item location, item type and barcode in designated subfields in the 945. Examine your load table to determine the specific mapping.
8. The library pays the newly loaded invoice.

Alternative workflow starting in Sierra

1. The library creates bibliographic and order records in Sierra.
2. The order record is sent to the vendor. There are several methods by which this could be done:
 - a. Create a review file and export the data.
 - b. Queue a purchase order and send via the Send Orders mode.
3. When material is shipped, the vendor creates a file with invoice data (and possibly item data) linked to the order record numbers, and posts to a server that you can access. This is the 'shipment'
4. Using Import Invoices, process the invoice. Sierra will match on the order record number (.o) to overlay and update the bibliographic record, create items (if item data exists) and creates and posts the invoice.
 - a. If no match is found on the .o record number then Sierra will skip these steps and note that the order is 'Skip' and will not add to the invoice.

Notes on overlaying the bibliographic record for firm orders.

For **firm orders**, your organization can have Innovative set up the firm order MARC record load table to overlay the bibliographic record based on the encoding level of the existing and incoming records. Your library can protect fields in the existing record based on the field group tag and on the MARC tag and indicators.

For **approvals**, a bibliographic record most likely does not exist on Sierra. In the event the system finds a matching bibliographic record, typically using the 001 field, then it overlays it. Otherwise this process creates a new bibliographic record.

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