

## Electronic Ordering: Electronic Data Interchange (EDI) Vendor Setup

Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Acquisitions Contact: \_\_\_\_\_

Email address of Acquisitions Contact: \_\_\_\_\_

**Instructions:** Return the completed form to the Help Desk using the submission buttons below.

Sublibrary	Authorized Vendor Codes	Vendor SAN (obtain from vendor)	Vendor EDI Type (e.g., 31B)	Customer's SAN (obtain from vendor)

**Contact information for vendor sales representative:**

Vendor: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Changing Staff Permissions:** To make changes to staff permissions, complete the [Staff Privileges Request form](#) (Form 015) available from the State College Library Staff Resources website, marking the specific sublibrary and/or budget privileges to be updated, and return the completed form to the Help Desk. Changing staff permissions is optional – similar restrictions can be placed on the budget and vendor records instead.

**FORM SUBMISSION INSTRUCTIONS**

**Step 1: Initial Requestor**

Send the completed form to your Institution Contact for review and approval. The form will be delivered by email as a PDF attachment.

Institution Contact Email: \_\_\_\_\_

**Step 2: Institution Contact**

Enter your name below to indicate approval and submit the form to the Help Desk. Note: The form must be sent from the email address on file for the Institution Contact.

Institution Contact Name: \_\_\_\_\_