

# EDI Invoices for Firm Order Processing (LTS Procedure #35)

**Scope:** The document below outlines the procedure that LTS staff follow to process Electronic Data Interchange (EDI) invoices for Firm Orders. These invoices are supplied by CUL vendors and are bulk loaded into FOLIO.

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**Unit:** Monographs Receiving

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**Date of next review:** March 2025

A staff member in Acquisitions loads an EDI invoice file into FOLIO via the Data Import app

### Retrieving the EDI invoice

**Search for the EDI invoice by invoice number (remember to delete or add prefixes for a complete search) and verify that the following information is correct:**

1. Invoice date
2. Status is "Open"
3. Bill to location is set to LTS Acquisitions
4. Calculated total amount matches the total of the invoice
5. Lock total box is checked
6. Adjustments are added for any shipping/postage and the fund is correct
7. Invoice number (adding any leading zeros or letters when necessary)
8. Vendor name
9. Payment method
10. Attach/upload the electronic copy of the invoice
11. Save & close

### Receiving linked line items

1. Click on the first invoice line
2. The invoice POL will appear and you will then click on the PO line number
3. This will take you to the POL in the "Orders app". In the upper right hand corner, click Actions--Receive
4. Verify that the title received is an exact match with title ordered
5. Receive the POL following receiving guidelines
6. Update Instance and Holdings records following FOLIO guidelines

### Completing the invoice

1. Compare paper invoice total with lock total amount in FOLIO to make sure they agree. Invoice information all totals should match as seen below:

Total units	Sub-total	Total adjustments	Calculated total amount
1	\$14.57	\$0.00	\$14.57
<b>Lock total amount</b>			
\$14.57			

1. Change invoice status to "Reviewed"
2. The invoice will then be available for payment by Library Finance and Budget Office

