

## 3.1 ENTERING PARTNER DATA

### *Procedure*

1. Select the **Partner** class. Then, select the **Class / New object** method.  
The **Partner/General** editor will open.
2. Enter the general data on the partner (see chapters 3.1.1, 3.1.1.1 and 3.1.1.2).
3. Specify the partner's roles and enter detailed data on the roles (see chapter 3.1.2).
4. Enter the data on contacts (see chapter 3.1.3).
5. Save the data.

If you enter your library code – the library identification number in the COBISS system, to the general data on a partner, the program will, when saving data, automatically check if a partner with the same library code has already been saved in the database on partners and if it is an active partner. If so, a notification will be displayed and you will not be able to enter data on the partner until the library code is either changed or deleted.

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### 3.1.1 Entering general data

Use the **Partner/General** editor to enter the general data on your partners. Data entry can be made easier by downloading the data from the COLIB database or the database of members, if the data had already been saved in either or both of the aforementioned databases. In that case, download the data *first* (see chapters 3.1.1.1 and 3.1.1.2), then check and correct it if necessary. Once you have done that, add the missing data.

### *Procedure*

1. Under "Symbol", enter the symbol which uniquely identifies the partner and which will be used for searching for objects by key. The symbol can include one or more letters or numbers (alphanumeric signs) and an underscore ("\_"). Usually, the symbol is identical to the acronym of the library in the COBISS system.



Note:

*Be careful when you define the symbol, because you cannot change it any more once you save the data. The partner data is saved to the database as soon as you enter the detailed data on the roles or the data on contacts.*

2. Enter the partner's name and second name.

**Example:**

The partner is Cankarjeva založba, the unit is Knjigarna Maribor. Under "Name", enter *Cankarjeva založba*, under "Second name", enter *Knjigarna Maribor*.

3. Enter the data on the partner's head office: street and number, post code, city and country.
4. Enter the telephone number, fax number, the e-mail address and the partner's homepage.
5. Under "Form of communication" define the most commonly used form of communication with the partner. The default value is set to *E-mail*, which you can change. The data will be used when preparing reports in the modules COBISS3/Acquisitions, COBISS3/Serials and COBISS3/Interlibrary Loan, which are sent to the selected partner's head office, and is mandatory.
6. Under "Language of communication", define the language you will use to send documents to the selected partner. The value *Slovene* will be suggested, which you can change. The data will be used when preparing reports in the modules COBISS3/Acquisitions, COBISS3/Serials and COBISS3/Interlibrary Loan, which are sent to the selected partner's head office, and is mandatory.
7. If your partner is a library that is included in the COBISS system, enter its library code under "Library code". If you are not familiar with the library code, use the code list to find and select it.

**Note:**

*It is not mandatory to enter this data. Add it if your partner is a library included in the COBISS system and you want the data on the customer to already be included in the ILL request, when the library sends you an order of the type COBISS3/ILL-order.*

*Once the entered data on a partner is saved, it cannot be changed. The data on a partner is already saved in the database when entering detailed data on roles or when entering data on contacts.*

**Note:**

*In the database on partners you can save several partners with the same library code but only one partner can be active. If you wish for another partner with the same library code to become active, mark the current partner as inactive first.*

8. Under "Partner ID in Accounting", enter the ID number your library's accounting department is using for that partner. The partner ID will also be included as a part of the reference number on the invoices for interlibrary loan services.

9. If the partner is a non-profit organisation, tick the "Non-profit organisation" check box.
10. If the partner is identified for VAT purposes, tick the "Identif. for VAT purpose" check box.
11. If the partner is identified for VAT purposes, enter the VAT ID number (i.e. the tax number with the prefix SI) under "VAT ID No./Tax No.". If you did not tick the "Identif. for VAT purpose" check box, because the partner is not identified for VAT purposes, leave the text box blank, or enter the partner's tax number.
12. Enter the transaction account number or the sub-account number and the branch of the bank or the competent authority (e.g. Public Payments Administration of the Republic of Slovenia), where the partner has an account or sub-account. This value is for informational purposes only.
13. If, for any reason, you decide to terminate the cooperation with a partner, tick the "Non-active" check box. You can then no longer select the partner for the roles you defined for that partner (e.g. customer and supplier for interlibrary loan, supplier of monographs and serials, financier, etc.).

If you mark a partner as inactive, the corresponding contact persons and departments will be marked as inactive automatically when saving data.

If you mark the inactive partner as active, the corresponding contact persons and departments will also become active when saving data, and a note will be displayed.



Note:

*You can mark partners as active again only if there are no active partners with the same library code in the database on partners.*

14. Click the **Note** button. A window will open. Use it to add notes and then click the **OK** button.
15. If the partner (e.g. Ekonomsko-poslovna fakulteta) is part of an organisation (e.g. Univerza v Mariboru), click the **Superior partner** button. The **Search – Partner** finder will open. Find and select the superior partner (in this case Univerza v Mariboru).

### 3.1.1.1 Downloading data from the COLIB database

If the data on your library that you wish to enter to the database on partners are stored in the COLIB database, it can be downloaded from that database. Once the download is completed, check the data and correct it if necessary, then add the missing data on your partner (see chapter 3.1.1).

#### *Procedure*

1. In the **Partner** editor, click the **Download from COLIB** button.  
The **Search – COLIB record** search window will open.
2. Find and select library data.

After you select your library data, the following data will be downloaded from the COLIB database to the corresponding fields under partner data: name, street and number, postcode, city, country, telephone number, fax number, e-mail address and homepage URL, VAT ID number or tax number, library code and library acronym in the COBISS system.

3. Check the data and correct it if necessary.
4. Enter other general data on the partner (see chapter 3.1.1).

### Options

The *fastest* way to download library data from the COLIB database is to enter its library code under "Library code" in the **Partner** editor (if you do not know the library code, you can find it and select it from the local code list), and click the **Download from COLIB** button.



Note:

*It is possible that the library code is not in the library code list and the library data is in the COLIB database.*

### 3.1.1.2 Downloading data from the members database

If the partner data is already stored in the database of members, you can automatically download the data from that database. In that case, download the data *first*, then check and correct it if necessary. Once you have done that, add the missing data (see chapter 3.1.1).

### Procedure

1. In the **Partner** editor, click the **Download from the database of members** button.

The **Search – Member** finder will open. Find the data on the natural person or the legal entity, highlight it and click the **Select** button.

The following data will be downloaded from the database of members: the name of the member or the institution under "Name", and the following data will also be downloaded from the COLIB.SI database to the corresponding fields: street and number, postcode, city, country, telephone number, fax number, e-mail address of the member or the institution.

2. Check the data and correct it if necessary.
3. Enter the remaining general data on the partner (see chapter 3.1.1).

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## 3.1.2 Defining partner roles

Due to the fact that partners can have many roles and can act as e.g. suppliers or customers for interlibrary loan, suppliers of monographs, serials and electronic resources, financiers, donors, legal deposit providers, etc., you have to define the roles of each partner. You can select from the following:

- *Supplier (ILL)* – supplier for interlibrary loan

- *Customer (ILL)* – customer for interlibrary loan
- *Supplier (ACQ)* – supplier of monographs
- *Supplier (S)* – supplier of serials
- *Supplier (E)* – supplier of electronic resources
- *Legal deposit provider (ACQ)* – sender of the legal deposit copy
- *Exchange partner (ACQ, S)* – recipient or sender of the material sent from or for exchange purposes (monographs and serials)
- *Financier (ACQ, S, E)* – financier of acquired material (monographs, serials and electronic resources)
- *Donor (ACQ)* – donor of monographs

To define the roles of the partners in relation to your library, use the **Partner/Roles and contacts** editor.

### **Procedure**

1. Click on one or several check boxes to tick them.
2. If you selected at least one of the following roles: "Supplier (ILL)", "Customer (ILL)", "Supplier (ACQ)", "Supplier (S)", or "Supplier (E)" click the **Details** button to enter additional data.  
The **Partner roles/Supplier (ILL)** window will open.
3. Enter the data, if the partner acts as a supplier for interlibrary loan (see chapter 3.1.2.1).
4. If the partner acts as a customer for interlibrary loan, click the **Customer (ILL)** tab and enter the data (see chapter 3.1.2.2).
5. If the partner acts as a supplier of monographs, click the **Supplier (ACQ)** tab and enter the data (see chapter 3.1.2.3).
6. If the partner acts as a supplier of serials, click the **Supplier (S)** tab and enter the data (see chapter 3.1.2.4).
7. If the partner acts as a supplier of serials, click the **Supplier (E)** tab and enter the data (see chapter 3.1.2.5).
8. Save the data.

Next to the **Details** button, some more detailed data on the individual roles of the partner will be displayed; first the data on the role of the supplier for interlibrary loan, then for the customer for interlibrary loan, then data on the role of the supplier of monographs, followed by data on the supplier of serials. The individual sections of data are separated by a forward slash ("/"). The format and content of the record are as follows: Order type (ILL); Reserve of time (days) (ILL); Our customer code (ILL) / Delivery method (ILL) / Delivery time (days) (ACQ); Overpaym. amount (ACQ); Our customer code (ACQ) / Overpaym. amount (S); Our customer code (S).

### 3.1.2.1 Entering data on the supplier for interlibrary loan

To enter more detailed data on the partner acting as the supplier for interlibrary loan, use the **Partner roles/Supplier (ILL)** editor.

#### Procedure

1. Under "Reserve of time (days) (ILL)", enter the number of days, which will be used when calculating the expected return date for the material borrowed by the customer. The date is calculated by subtracting the number of days in the field "Reserve of time (days) (ILL)" from the date defined by the supplier as the return date.



#### Example:

If you entered the date *16.03.2007* under "Due date (to supplier)" when you recorded the receipt of the material, and the number of days entered in the field "Reserve of time (days) (ILL)" is two (2), the calculated expected return date for the material is *14.03.2007* for the customer, which means that you have two additional days to return the material to the supplier.

2. Under "Our customer code (ILL)", enter the code that is used by the supplier to record the data on your library as a customer. The value will also be a part of the Order document. Entering this information is optional, however, it has to be added for suppliers, to whom you submit orders via *ARTEmail* or *subito*.
3. Under "Password (ILL)", enter the password you received from the supplier to whom you submit orders via *ARTEmail* or *subito*.
4. Under "Order type (ILL)", the default value is set to *E-mail*, which defines the layout of the Order document and the sending method for the document to the supplier. The default value can be changed. This value will be suggested when you prepare an order for that supplier.
5. Under "Method of receipt (ILL)", the default value is set to *By post*, which defines in what way you wish to receive the material from the supplier. The default value can be changed. This value will be suggested when you prepare an order for that supplier.
6. Under "Return method (ILL)", the default value is set to *By post*, which defines in what way you wish to return the material to the supplier. The default value can be changed. This value is for informational purposes only.
7. Under "Payment method (ILL)", enter the method you will use to pay the supplier. This value will be suggested when you prepare an order for that supplier.
8. Click the **Supplier note (ILL)** button. A window will open. Use it to add notes and then click the **OK** button.

### 3.1.2.2 Entering data on the customer of interlibrary loan services

To enter more detailed data on the partner acting as the customer for interlibrary loan, use the **Partner roles/Customer (ILL)** editor.

#### *Procedure*

1. Under "Delivery method (ILL)", the default value is set to *By post*, which defines in what way you wish to deliver the material to the customer. The default value can be changed. This value will be suggested when you record the customer's ILL request.
2. Under "IP address (ILL)", enter the IP address of the customer's computer, to which you are going to send the material using Ariel software. Ariel allows you to scan documents and send them in electronic form.
3. Under "Payment method (ILL)", enter the method the customer will use to pay for the service. This value is for informational purposes only.
4. Click the **Customer note (ILL)** button. A window will open. Use it to add notes and then click the **OK** button.

### 3.1.2.3 Entering data on the supplier for acquisitions

To enter more detailed data on the partner acting as the supplier of monographs, use the **Partner roles/Supplier (ACQ)** editor.

#### *Procedure*

1. Under "Delivery time (days) (ACQ)", enter the number of days it normally takes the supplier to deliver the material ordered. The data will be used when preparing orders and defining the date, by which the supplier must deliver the material ordered.
2. Under "Claim time limit (days) (ACQ)", enter the number of days which will be tolerated if the supplier's delivery is late. The data will be used when preparing claims for undelivered material.
3. Under "Payment due (days) (ACQ)", enter the number of days after which you usually have to pay for the material received, starting with the date of dispatch. The data will be used when the invoice, received by the supplier, is recorded.
4. Under "Discount rate (ACQ)", enter the discount rate which you arranged with the supplier. The data will be used when preparing the order item.
5. The amount of overpayments to the supplier is calculated automatically. It is increased when the advance paid is larger than the amount stated on the invoice, which you can check on the invoice under "Credit balance". It will decrease if you wish to pay an invoice by using the amount of previous overpayments and enter the amount on the invoice under "Draw upon overpayment" (see *COBISS3/Acquisitions User Manual*, chapter 3.5.7). The same applies to the amount of overpayment in a foreign currency.

Each change in the overpayment to the supplier is recorded in the **Overpayment** class. The following data will be recorded: current number,

type of overpayment entry, supplier, order number and invoice number, amount, foreign amount, fund, note, information about the person who recorded the invoice, time and date of creation.

Sometimes you have to change the amount of overpayment (in the domestic or the foreign currency), e.g. after you enter the data on partners or when you check and readjust the data and the accounting records (see chapter 3.1.2.3.1). You cannot change the amount of overpayment in the **Partner roles/Supplier (ACQ)** editor.

6. Under "Our customer code (ACQ)", enter the code that is used by the supplier to record the data on your library as a buyer.
7. Click the **Supplier note (ACQ)** button. A window will open. Use it to add notes and then click the **OK** button.
8. Under "GLN-number", enter the global location number in the GS1 system for electronic data interchange that is used to mark legal entities, natural persons and functional units. The use of the global location number is the first precondition for the exchange of business documents.

### 3.1.2.3.1 Readjusting overpayment amounts

The amount of overpayment can be increased or decreased in both the domestic and the foreign currency.

#### *Procedure*

1. Find and select the partner in the **Partner** class.
2. Select the method **Object / Overpayment readjustment (ACQ)**.

The window for adjusting amounts will open.

Under "Amount difference", enter the desired amount in the domestic currency, for which you wish to increase or decrease the amount of overpayment for the partner.

Under "Fund", select the appropriate value.

Under "Foreign amount difference", enter the desired amount in the foreign currency, for which you wish to increase or decrease the amount of overpayment for the partner. Select the currency from the drop-down list.



#### Example:

If you wish to increase the amount of overpayment to the supplier by 150.40 EUR, enter *150.40* to "Amount difference". If you wish to decrease the amount of overpayment by 150.40 EUR, enter *-150.40* to "Amount difference".

3. Enter the note.
4. Click the **OK** button.

### 3.1.2.4 Entering data on the supplier of serials

To enter more detailed data on the partner acting as the supplier of serials, use the **Partner roles/Supplier (S)** editor.

#### *Procedure*

1. Under "Claim time limit (days) (S)", enter the number of days which will be tolerated if the supplier's delivery is late. The data will be used when preparing claims for missing issues.
2. Under "Payment due (days) (S)", enter the number of days after which you usually have to pay for the serials received. The data will be used when you record the invoice you received from the supplier.
3. Under "Discount rate (S)", enter the discount rate which you arranged with the supplier. The data will be used when preparing the order item.
4. The amount of overpayments to the supplier is calculated automatically. It is increased when the advance paid is larger than the amount stated on the invoice, which you can check on the invoice under "Credit balance". It will decrease if you wish to pay an invoice by using the amount of previous overpayments and enter the amount on the invoice under "Draw upon overpayment" (see also *COBISS3/Serials User Manual*, chapter 3.7.4). The same applies to foreign amounts of overpayment.

Each change in the overpayment to the supplier is recorded in the **Overpayment** class. The following data will be recorded: current number, type of overpayment entry, supplier, order number and invoice number, amount, foreign amount, fund, note, information about the person who entered the invoice, time and date of creation.

Sometimes you have to change the amount of overpayment (in the domestic or foreign currency), e.g. after you enter the data on partners or when you check and adjust the data to the accounting records (see chapter 3.1.2.4.1). You cannot change the amount of overpayment in the **Partner roles/Supplier (S)** editor.

5. Under "Our customer code (S)", enter the code which is used by the supplier to record the data on your library as a buyer.
6. Click the **Supplier note (S)** button. A window will open. Use it to add notes and then click the **OK** button.

#### 3.1.2.4.1 Readjusting overpayment amounts

See chapter 3.1.2.3.1.

### 3.1.2.5 Entering data on the supplier of electronic resources

To enter more detailed data on the partner acting as the supplier of electronic resources, use the **Partner roles/Supplier (E)** editor.

#### *Procedure*

1. Under "Payment due (days) (E)", enter the number of days after which you usually have to pay for the electronic resource received. The data will be used when you record the invoice you received from the supplier.
2. Under "Discount rate (E)", enter the discount rate which you arranged with the supplier. The data will be used when the invoice is recorded.
3. The amount of overpayments to the supplier is calculated automatically. It is increased when the advance paid is larger than the amount stated on the invoice, which you can check on the invoice under "Credit balance". It will decrease if you wish to pay an invoice by using the amount of previous overpayments and enter the amount on the invoice under "Draw upon overpayment". The same applies to foreign amounts of overpayment.

Each change in the overpayment to the supplier is recorded in the **Overpayment** class. The following data will be recorded: current number, type of overpayment entry, supplier, order number and invoice number, amount, foreign amount, fund, note, information about the person who entered the invoice, time and date of creation.

Sometimes you have to change the amount of overpayment (in the domestic or foreign currency), e.g. after you enter the data on partners or when you check and adjust the data to the accounting records (see chapter 3.1.2.5.1). You cannot change the amount of overpayment in the **Partner roles/Supplier (E)** editor.

4. Click the **Supplier note (E)** button. A window will open. Use it to add notes and then click the **OK** button.

#### 3.1.2.5.1 Readjusting overpayment amounts

See chapter 3.1.2.3.1.

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## 3.1.3 Entering data on contacts

For the partner, you can define the following:

- a contact person
- a contact department

For every contact person or contact department you can define whether their name and contact details (address, e-mail address) will be used and displayed as the recipient's address on the documents in the individual COBISS3 software

modules (interlibrary loan, acquisitions, serials). If you do not specify them, only the data on the head office address of the partner will be used and displayed.



Note:

*You can define several contact persons or contact departments for one partner, which will be used and displayed as the recipient's address within the documents in the individual modules.*

### **3.1.3.1 Entering data on the contact person**

See chapter 2.1.3.1.

### **3.1.3.2 Entering data on the contact department**

See chapter 2.1.3.2.