

X.12 Electronic Claiming for EBSCO

Serials Checkin lets you send claims to a vendor for unreceived or damaged serial issues using the X.12 electronic format. In addition, you can view the responses from the vendor for those claims.

Setup to Specify the X.12 File Paths

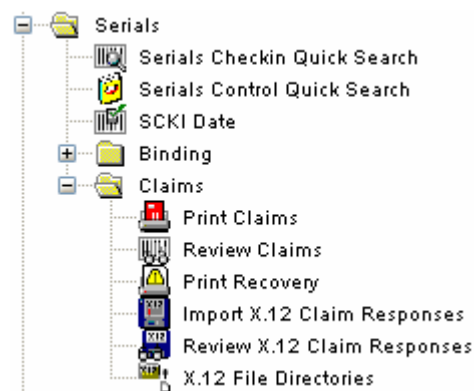
You will need to specify the file paths where the claims and claim responses are stored. You will only need to do this once, the first time.

To create the X.12 File Directories on your workstation:

1. Go to My Computer, select the C:\ drive
2. Double click on the C:\drive
3. Make a new folder called 'Serials Claiming'
4. Close windows and open Horizon

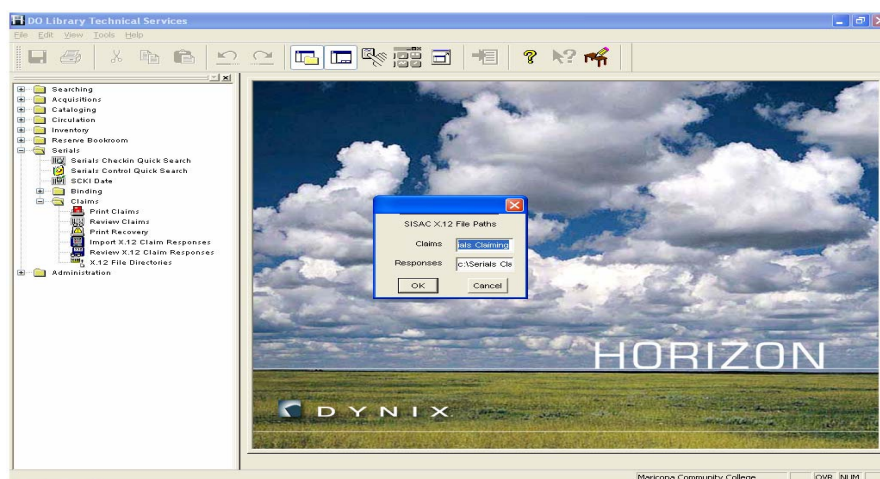
To specify X.12 file paths:

1. Open the Serials\Claims folder on the navigation bar.



2. Double click the X.12 File Directories

Horizon opens the SISAC X.12 File Paths dialog box:



2. Enter the directory and path (**C:\Serials Claiming**) where the X.12 claims are saved in the Claims field.
3. Enter the directory and path (**C:\Serials Claiming**) where the X.12 responses are stored in the Responses field.
4. Click OK.

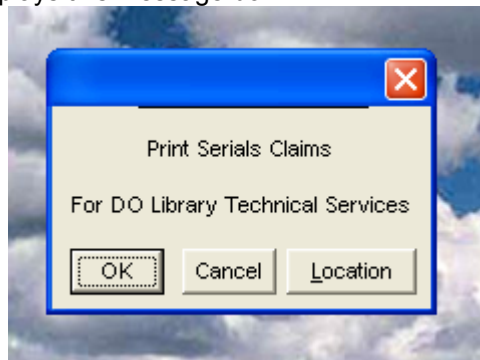
Generating X.12 Claims

Horizon automatically generates and saves X.12 claims when you print claims. Serials saves the claims to the directory you specified in the X.12 File Paths window.

To generate X.12 claims

1. Double click the Print Claims process. The default location of this process is the Serials\Claims folder on the navigation bar.

Horizon displays this message box:



2. Click one of these buttons:

- OK. Generates X.12 claims and prints regular claims for the location displayed on the message box.
- Location. Displays a list of locations from which you can select the desired location.

Click OK and Horizon will display the Print dialog box.

3. Click OK on the Print dialog box.

Horizon displays the Claims Monitor window. A red bar moves across the window as Serials generates all pending X.12 and regular claims.

When X.12 claim generation is completed, Horizon displays a message box listing X.12 batch numbers and the regular claims will print to the assigned printer.

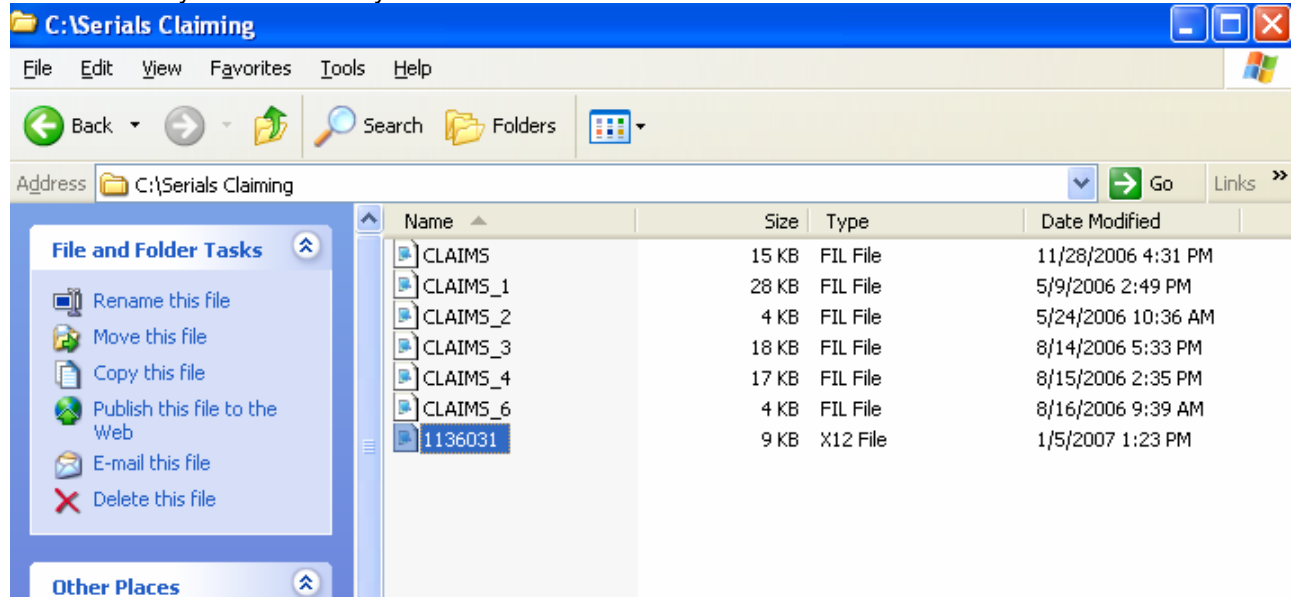
4. Click OK.

Steps to Export X.12 Claims for EBSCO

Renaming the file

Ebsco requires that the name of the file they receive be 'CLAIMS.FIL'. Open the Serials Claiming folder from the C:\ drive.

Select the file you most recently created:

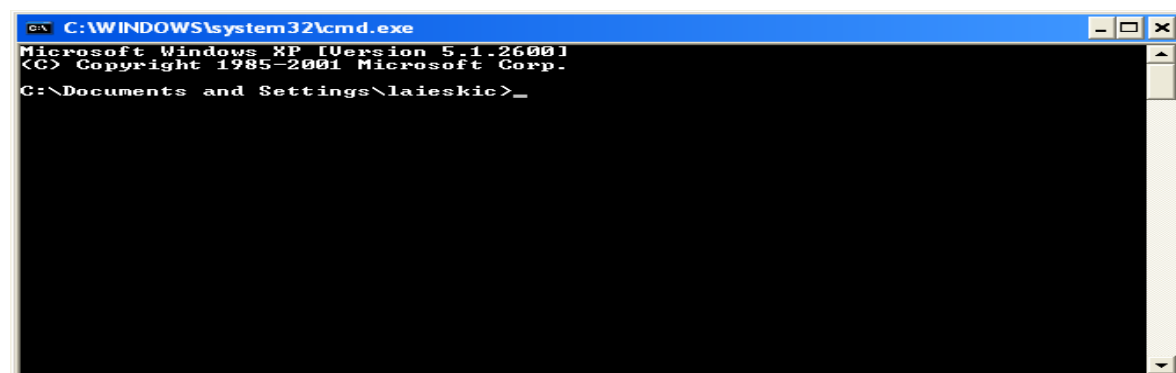


Rename that file by right clicking, select rename and type 'CLAIMS.FIL' in the box.

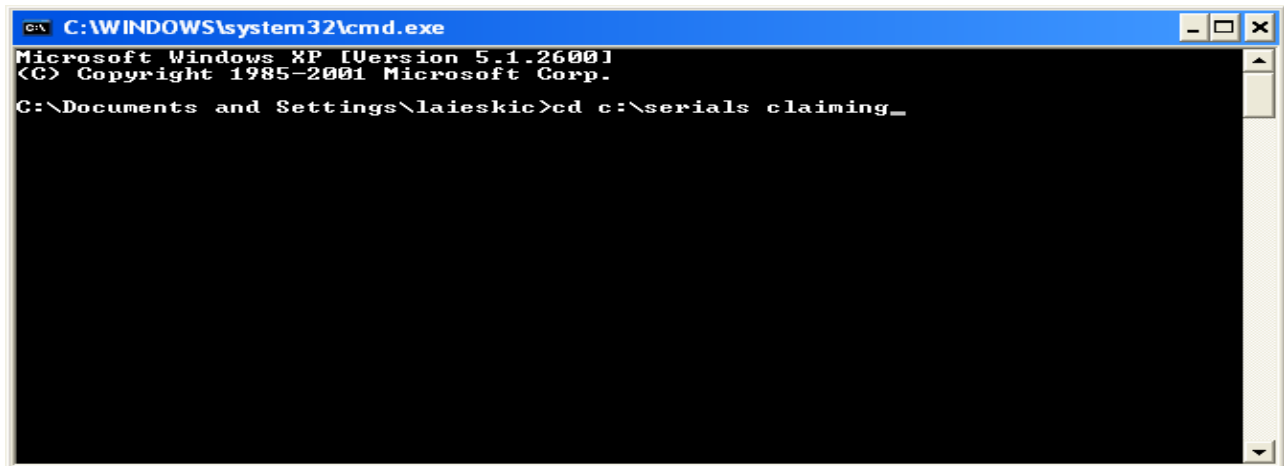
You are now ready to send the file to EBSCO.

FTP file to Ebsco

From the Start menu on your workstation, go to Programs/Accessories/Command Prompt. A box will open up showing the C:\ prompt.

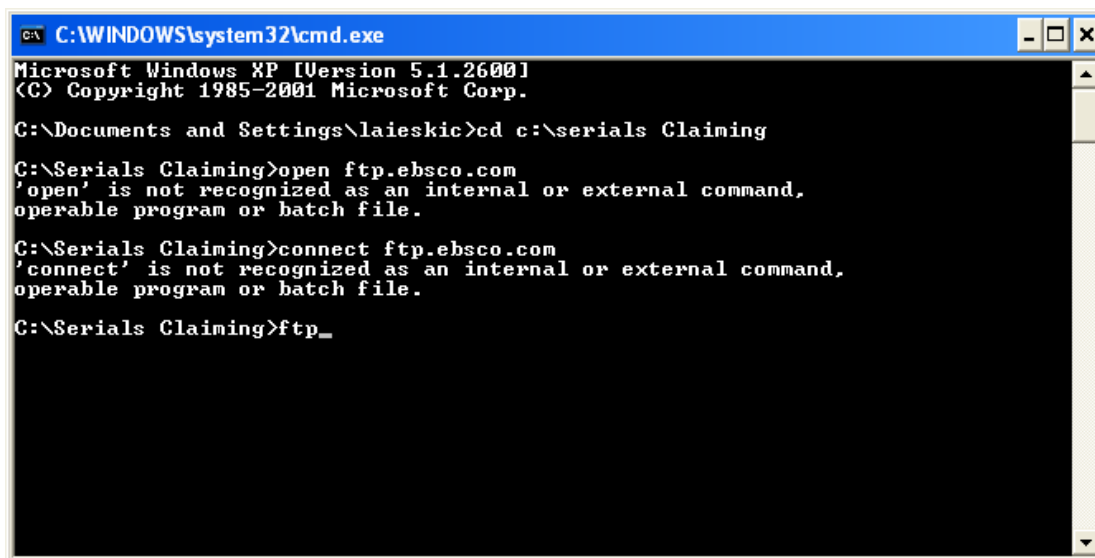


Change to the Serials Claiming directory:



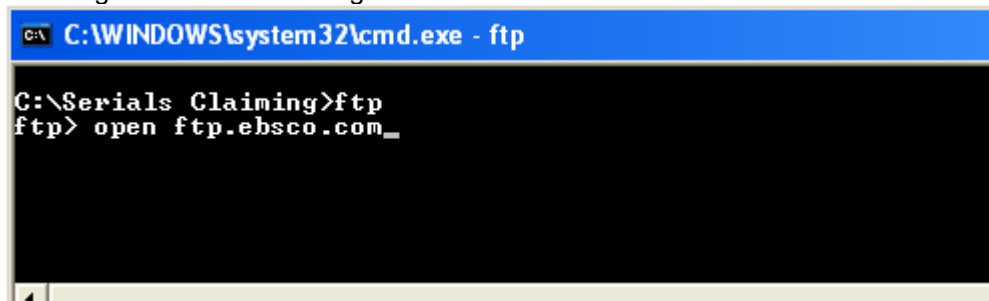
```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.
C:\Documents and Settings\laieskic>cd c:\serials claiming_
```

From the Serials Claiming Directory you will need to open an FTP session by simply typing 'FTP'.



```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.
C:\Documents and Settings\laieskic>cd c:\serials Claiming
C:\Serials Claiming>open ftp.ebsco.com
'open' is not recognized as an internal or external command,
operable program or batch file.
C:\Serials Claiming>connect ftp.ebsco.com
'connect' is not recognized as an internal or external command,
operable program or batch file.
C:\Serials Claiming>ftp_
```

The Command prompt will now show 'ftp>'. From there you will need to connect to EBSCO by typing the following command and hitting enter:



```
C:\WINDOWS\system32\cmd.exe - ftp
C:\Serials Claiming>ftp
ftp> open ftp.ebsco.com_
```

You will then be prompted for a username:HRZ0042

```
C:\WINDOWS\system32\cmd.exe - ftp
C:\Serials Claiming>ftp
ftp> open ftp.ebsco.com
Connected to ml.ebsco.com.
220-FTP#1 IBM FTP CS U1R6 AT ML.EBSCO.COM, 14:13:04 ON 2007-01-05.
220 CONNECTION WILL CLOSE IF IDLE FOR MORE THAN 5 MINUTES.
User <ml.ebsco.com:(none)>: _
```

Then a password: EBSCOINT (the password will not show when you are typing).

When you have successfully logged in you will see the following:

```
C:\WINDOWS\system32\cmd.exe - ftp
Already connected to ml.ebsco.com, use disconnect first.
ftp> bye
221 QUIT COMMAND RECEIVED. GOODBYE.

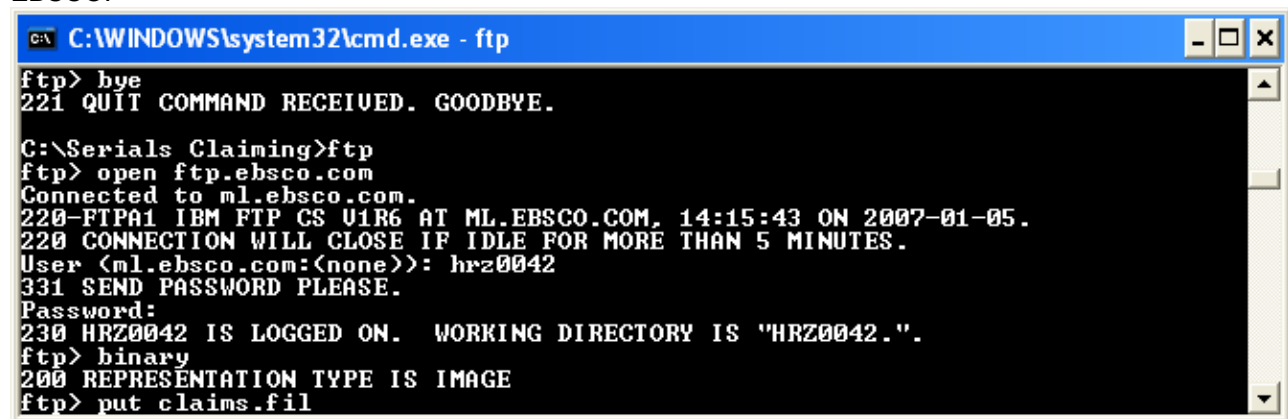
C:\Serials Claiming>ftp
ftp> open ftp.ebsco.com
Connected to ml.ebsco.com.
220-FTP#1 IBM FTP CS U1R6 AT ML.EBSCO.COM, 14:15:43 ON 2007-01-05.
220 CONNECTION WILL CLOSE IF IDLE FOR MORE THAN 5 MINUTES.
User <ml.ebsco.com:(none)>: hrz0042
331 SEND PASSWORD PLEASE.
Password:
230 HRZ0042 IS LOGGED ON. WORKING DIRECTORY IS 'HRZ0042.'.
ftp>
```

The next step is to type 'binary' followed by the enter key. This sets the FTP process to the binary mode which is required to send the file.

```
C:\WINDOWS\system32\cmd.exe - ftp
ftp> bye
221 QUIT COMMAND RECEIVED. GOODBYE.

C:\Serials Claiming>ftp
ftp> open ftp.ebsco.com
Connected to ml.ebsco.com.
220-FTP#1 IBM FTP CS U1R6 AT ML.EBSCO.COM, 14:15:43 ON 2007-01-05.
220 CONNECTION WILL CLOSE IF IDLE FOR MORE THAN 5 MINUTES.
User <ml.ebsco.com:(none)>: hrz0042
331 SEND PASSWORD PLEASE.
Password:
230 HRZ0042 IS LOGGED ON. WORKING DIRECTORY IS 'HRZ0042.'.
ftp> binary
200 REPRESENTATION TYPE IS IMAGE
ftp>
```

Type in the following command to send the file to EBSCO:



```
C:\WINDOWS\system32\cmd.exe - ftp
ftp> bye
221 QUIT COMMAND RECEIVED. GOODBYE.

C:\Serials Claiming>ftp
ftp> open ftp.ebsco.com
Connected to ml.ebsco.com.
220-FTP#1 IBM FTP CS U1R6 AT ML.EBSCO.COM, 14:15:43 ON 2007-01-05.
220 CONNECTION WILL CLOSE IF IDLE FOR MORE THAN 5 MINUTES.
User (ml.ebsco.com:(none)): hrz0042
331 SEND PASSWORD PLEASE.
Password:
230 HRZ0042 IS LOGGED ON. WORKING DIRECTORY IS 'HRZ0042.'.
ftp> binary
200 REPRESENTATION TYPE IS IMAGE
ftp> put claims.fil
```

To log out of the FTP process simply type 'bye'.

You will receive a confirmation of receipt from EBSCO within 24-48 hours.

The following information is provided by EBSCO and includes username/password ect.

Node address: FTP.EBSCO.COM

USERID: **HRZ0042**

Password: EBSCOINT

Mode: BINARY

Filename for claims: CLAIMS.FIL

NOTE: You have the Authority to APPEND or PUT claims to file "CLAIMS.FIL". Your claims filename will be the same each time you transmit. Therefore, do **not** use the PUT command if you have sent a batch of claims within the previous 24 hours, as you will overlay the data already present in your file. **We recommend that you always use the APPEND command if possible.**