

# The B2B Process Explained

This document will explain the process required to send an order directly from one HLMSW to another HLMSW with Zinfonia, a process called B2B (business to business).

### Introduction

The goal of the B2B service is to create a more efficient process by reducing the need for the same information to be re-entered on every system in the order chain.

If a customer orders the information in Zinfonia, then the SAME information entered by them can be used to create order and requests for new set orders using the HLMSW B2B service.

#### Setting up HLMSW B2B

To access HLMSW B2B Services, BOTH the agent and source publisher must have BOTH HLMSW and a Zinfonia Connect account, and the agent MUST be nominated as a representative of the source publisher in Zinfonia. When this is the case, in the Zinfonia Administration program of the HLMSW Configuration Editor, the destination publisher will be displayed in GREEN as per the example below.

Zin	fonia Administration						×
Zin	fonia Address Publishers Agents Worl	k Categories   Edi	itor T	ypes	s   T	& C   Options #1   Options #2	
	Include all Agents of YOUR works and also for whom you are the agent. Do NOT inclu publisher of your own.	) the publishers ude any		1	[	B2B Agents in GREEN can receive orders in HLMSW	]
	G. Ricordi I Not in Zinfonia I Zinfonia 2	H103156 H103149 ZIN				OUP Eck Enterprises	

BTM Innovation Pty Ltd

ACN 090 385 176 • ABN 71 090 385 176 8 Finniss Street • North Adelaide • SOUTH AUSTRALIA • 5006 PO Box 3054 • Melbourne Street • North Adelaide • SOUTH AUSTRALIA • 5006 Tel/Fax +61 (0)8 8239 1737 • Mobile +61 (0) 409 286 400 info@btmi.com.au • http://www.btmi.com.au

### HLMSW->Zinfonia Links

The only other thing you need to do is to establish a link between the titles on your HLMSW and those on Zinfonia. This is done automatically when an order comes into your HLMSW from Zinfonia. When linked there will be a number in the Zinfonia ID section of the Work tab in the Zinfonia Details window (displayed when you press the Zinfonia button).

						F	n 29	Jun 2	J12					Lo	onden	_				
?{]	₿	<b>a</b>	X		C	<b>B</b>	•	D	ß	ß		壶	₿	92	Ð	$\oslash$	C ·	ø		•
		Zinfo	onia D	etails																
ЛL4]		Comp	ooser	Work	Tran	saction														
lumbe	r															/				
		Zin	fonia S	tatus:		Linked	to	Zinfo	nia							Zir	nfonia ID:	1505	582	
Palme	r 199	Las	t Upda	ited:	ŀ	Thursda	ay, 2	8 June	2012	12:35	РМ								_	
	Edit	M	Defau	lt Expor	t	Excl	ude ude ude	Editor/ Opus f Date 0	Arrang rom Zi Compo:	ger fron nfonia sed fro	n Zinfoi Export m Zinfo	nia Exp onia Exp	ort port				Web	Links	(0)	
			opuor	18		_ Dor _ Use _ Use	Extr Extr	a Desc a Orch	ription estration	oser D Field f on Fiel	or Zinfo d for Zi	onia Ex nfonia I	s port Export				Def	ault Pa	rts	
		Wa	ırks:														Searc	h Zinfo	nia	
																	Retrieve	from Z	infonia	3
		Titl	е													T	Updal	e HLM	SW	

If you want to link a title on your system to send a B2B order without receiving a request through Zinfonia, click on the *Search Zinfonia* button and if the correct item is displayed you can press the *Link Button* to add the link. The *Retrieve from Zinfonia* button can be used to display the linked entry information direct from Zinfonia.

Zinfonia Details		×
Composer Work	Transaction	
Zinfonia Status:	Not Linked to Zinfonia	Zinfonia ID:
Last Updated:	Thursday, 28 June 2012 12:35 PM	
Default Export	Exclude Editor/Arranger from Zinfonia Export     Exclude Opus from Zinfonia Export     Exclude Date Composed from Zinfonia Export     Exclude Date Composed from Zinfonia Export	Web Links (0)
options	Use Extra Description Field for Zinfonia Export	Default Parts
Works:	*MANUAL ENTRY* Bear, The (Oxford University Press) The Bear - Walton Edition (Oxford University Press)	Search Zinfonia
		Retrieve from Zinfonia
	Walton, William	
Title 🛛	Bear, The	
Subtitle	Corrected materials, Palmer 1992] 2 -	Link Work
Opus 🛛	Duration 🔽 48'	View in Zinfonia
Date Composed 🖡	(1965-7)	
E ditor 🛛		🖉 ОК
Description	opera	X Cancel
Orchestation	fl/picc/alto, ob/ca, cl/bcl, bn, hn, tpt, tbn, timp/perc [2 players, 5 p	
Premiere 🛛		

Note: This option is ONLY available to users with the **Zinfonia** or **System Administrator** permissions. You do not have to be editing a work to set the link, but if you are the *Update HLMSW* button is available to copy information from Zinfonia AND create a Link.

If the titles are not found, you can use the \*MANUAL ENTRY\* option to either insert the Zinfonia ID or a Link URL directly. A Link URL is obtained by copying the URL of any of the standard hyperlinks (like *Ask a* Question) that are shown alongside a work in Zinfonia.



## Placing a B2B Order

Creating a B2B order is an identical process to the normal procedure. The only difference is at the end when the save screen is displayed, you may see this:

Save Changes	
<u>T</u> r	ansaction* -
Notifications	
	✓ <u>S</u> ave Changes (F10)
	C Revert to Saved
Warnings	
12280 TRANSACTION Missing Zinfonia Work ID	Return to <u>E</u> dit
	X Do <u>N</u> OT Save
Errors	

Which indicates the order could be sent by B2B, but the Work is not linked. To resolve this before saving, simply click on the *Return to Edit* button, set the link as explained previously and then press F10 to save the changes. When a B2B transaction is available, a Zinfonia logo is displayed with an information message, and the title (from Zinfonia) of the work that will be ordered.

Save Changes	
Tr	ransaction* -
Notifications 12280 TRANSACTION Order will be sent via Zinfonia	Saus Changes (E10)
	<ul> <li><u>s</u>ave changes (FT0)</li> </ul>
	C Revert to Saved
<u>W</u> arnings	
	🖹 Return to <u>E</u> dit
	🗶 Do <u>N</u> OT Save
Errors	
	zinfonia
Prompts, Emails and Default Forms	Walton, William:Bear, The
Note: It is important that the displayed work is correct because this is the	title that will

confirmation.

When saved the order information is sent using Zinfonia and will appear in the client system within about 10 minutes. As an email is NOT sent by Zinfonia, you should back this up with an order transmitted by your usual method as well.

The transaction information that is sent includes:

- The SEND TO Delivery Address details<sup>1</sup>
- All Performance Information (but not the Performance Type)
- The Due Back date is the Date Required date for the order
- All notes in the Transaction Information section
- Your transaction number is automatically sent as the Customer Order No.
- The number of FS, VS, Choral parts and strings<sup>2</sup>

Watton W. WAL Bear (WALWIL4)	S:1 H10315	8 Deta
Transaction Type	Number Invoice	
New Set Order	229047 🗾 🔽 License	
Performance Type	Transaction Status Cancelled	<u> </u>
Performance 💌	Ready for Despatch	-
Performance Details	Priority Duration	
22/06/2012 (1)	Normal 🗾 0:48:0	Δ
Avery Fisher Hall	Send By	Due Back
New York S.	DHL	22/00 07 📰
NY Phil	Send To	Date Received
c. Boyd	BTMI (Peter Grimstryw) 💌 🔮	4
Customer Order No		Late Return
	*	
Transaction Notes	Transaction Information	🔽 Archive
	This is an URGENT ORDER	

Currently the Send By information is NOT sent and so is you have special requirements, you should make notes in the Transaction Information section.

<sup>1</sup> It is recommended that the destination address is entered using the *Send To* Address so that the address is automatically copied into the publisher's HLMSW system. If the Transaction Information section is used, then the user must re-type the address manually when received. This section is also used for other informational information which may be lost if also used for addresses.

<sup>2</sup> The allocation of HLMSW parts is made using the *Match Instrument Types* section on the **Options #2** tab of the Zinfonia Administration window in the HLMSW Configuration Editor. For special requirements, it is recommended to use the transaction information window.

Zinfonia Administration
Zinfonia Address   Publishers   Agents   Work Categories   Editor Types   T & C   Options #1 Options #2
Zinfonia Address       Publishers       Agents       Work Categories       Editor Types       T&L       Uptions #1       Uptions #2         Default Zinfonia Actions <ul> <li>B2B</li> <li>Digital Delivery</li> <li>Download</li> <li>Hire/Rent</li> <li>Information</li> <li>Libretto</li> <li>Music</li> <li>Data</li> <li>Full Score and Parts</li> <li>Libretto</li> <li>Music</li> <li>Data</li> <li>Full Score</li> <li>Full Score</li> <li>Full Score and Parts</li> <li>Libretto</li> <li>Music</li> <li>Data</li> <li>Full Score</li> <li>Full Score</li> <li>Full Score and Parts</li> <li>Libretto</li> <li>Music</li> <li>Data</li> <li>Full Score</li> <li>Full Score</li> <li>Full Score and Parts</li> <li>Libretto</li> <li>Music</li> <li>Data</li> <li>Full Score</li> <li>Full Score</li> <li>Full Score and Parts</li> <li>Child Bnd Score</li> <li>Control Score</li> <li>Full Score</li> <li>Solo</li> <li>Full Score</li> <li>Solo</li> <li>Full Score</li> <li>Solo</li> <li>Full Score</li> <li>Full Score</li> <li>Solo</li> <li>Solo</li></ul>

### **The B2B Recipient**

When received, a B2B transaction is displayed with a different coloured background and the B2B symbol 🖛 .

This is handled in exactly the same way as any other order from Zinfonia; you display and LOCK the Zinfonia transaction before creating the order in HLMSW.

Messages entered into this order are NOT transmitted back to HLMSW, they are ONLY available in the *My Orders* section in Zinfonia. You can use this facility to track the status of the order (when it has been allocated a transaction number in their system, and when it has been sent).

<- Click here to h	ide this window		
Filter Zinfonia N	lessages		
Order #		-	🖍 Refresh
Performance	-		Pending
Туре			Complete
Country	-	- Î	Your Orders
🔽 ALL 🕅 EN	i 🗖 de 🗖 Fr	ПП	🗆 PL 🛛 ES
🕈 Date	Work	Account	Туре
Date	Work ings Pty Ltd No Sample Zinfonia Title : [en]*	Account orth Adela , A 17/06/2	ide (AU\$ <mark>रैंकि</mark> ⊈ 1012 11:28am
Date     Zinfonia. Holdi     VARIOUS     100935:SR     (Eck) - Kassel     ANONYMO     100781:RC	Work ings Pty Ltd No Sample Zinfonia Title (fermanne) (GERMANY) US No Title [de/en]*	Account orth Adela A 17/06/2 4/05	ide (AU\$
◆ Date     Zinfonia. Holdi     VARIOUS :     00935:SR     (Eck) - Kassel     ANONYMO     100781:RC     (Eck) - Kassel     VARIOUS      100766:FR	Work ings Pty Ltd No Sample Zinfonia Title (GERMANY) US No Title [de/en]* (GERMANY) Just Testing II (Im Test [de/en]*	Account orth Adela 17/06/2 4/05 st/Juste po 3/05	ide (AUS :

By using the Email Notification options (in the Zinfonia My Account section) you can receive an email when new notifications are made against your orders.

Last Updated 29 June 2012 Peter Grimshaw