



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).

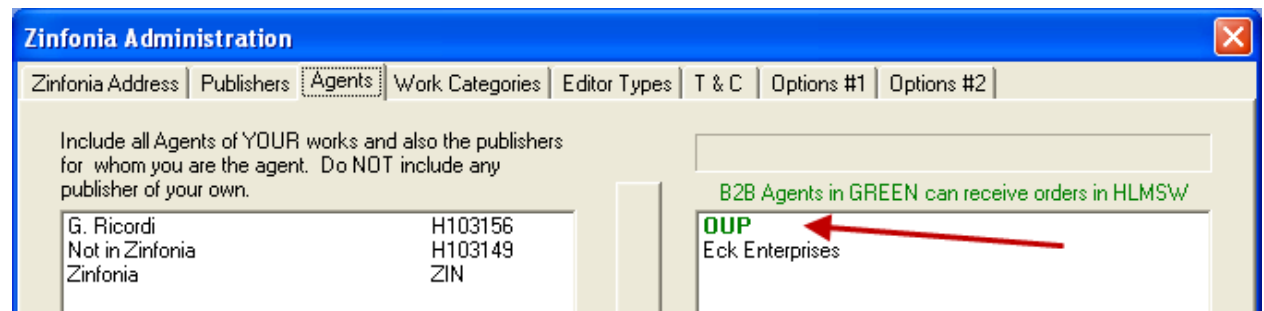
Introduction

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.



BTM Innovation Pty Ltd

ACN 090 385 176 • ABN 71 090 385 176

8 Finnis Street • North Adelaide • SOUTH AUSTRALIA • 5006

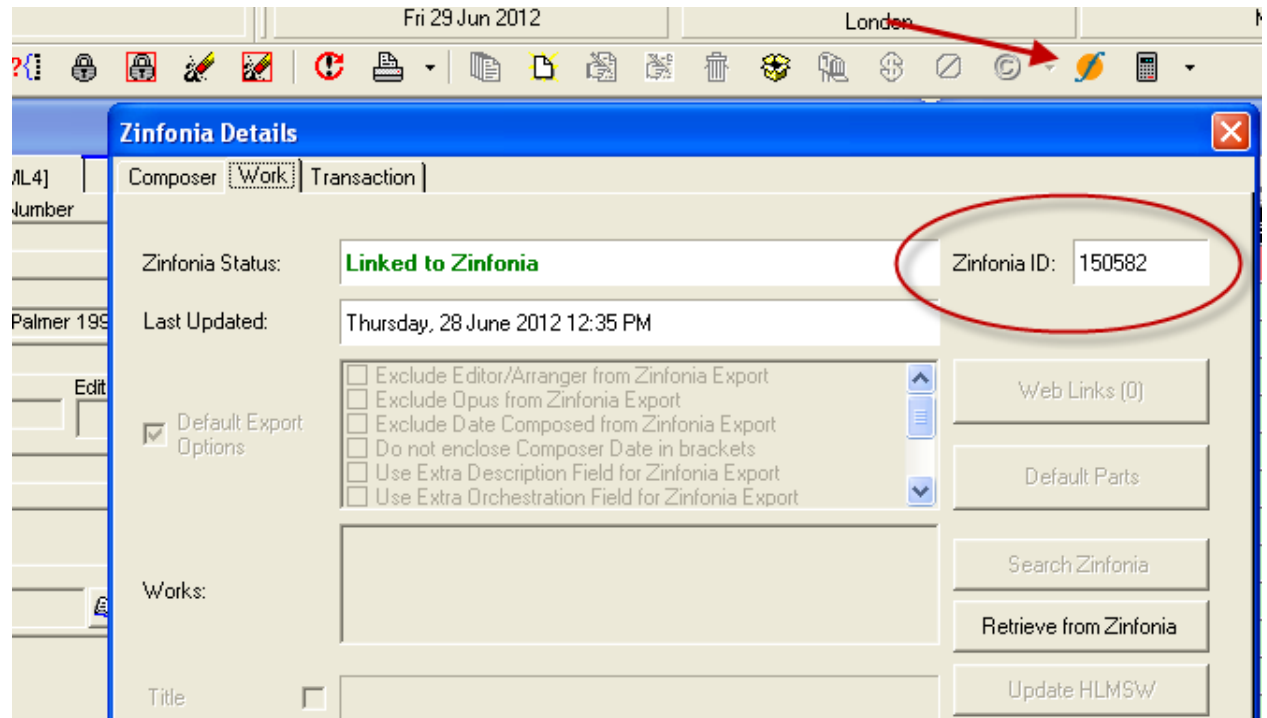
PO Box 3054 • Melbourne Street • North Adelaide • SOUTH AUSTRALIA • 5006

Tel/Fax +61 (0)8 8239 1737 • Mobile +61 (0) 409 286 400

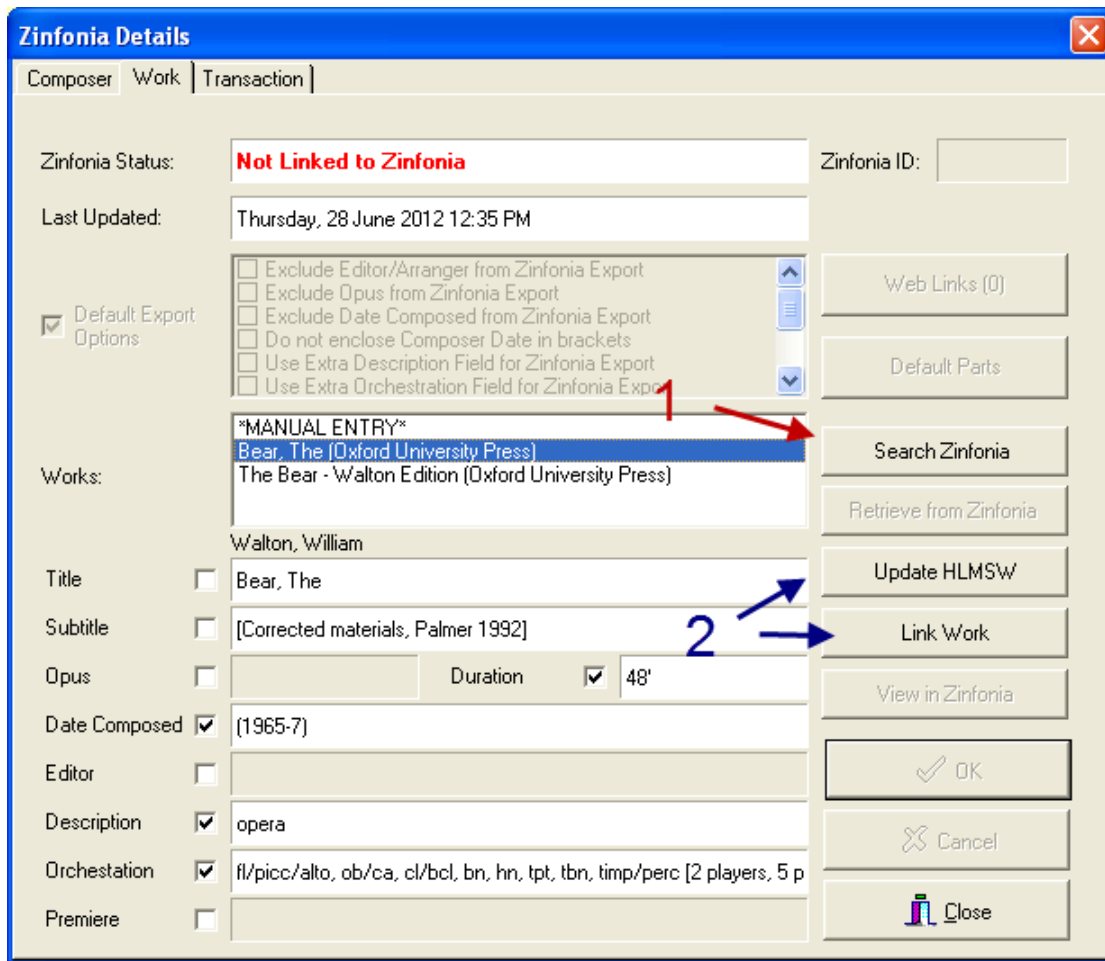
info@btmi.com.au • <http://www.btmi.com.au>

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).



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.



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.

+ Sir William Walton (1902–1983)

+ **Bear, The**
 [Corrected materials, Palmer 1992] (1965-7)
 opera
 fl/picc/alto, ob/ca, cl/bcl, bn, hn, tpt, tbn, timp/perc [2 players, 5 printed parts], hp, pno, str quintet or full string complement
 Oxford University Press

48' + Add to My Catalogue
 Private Comment

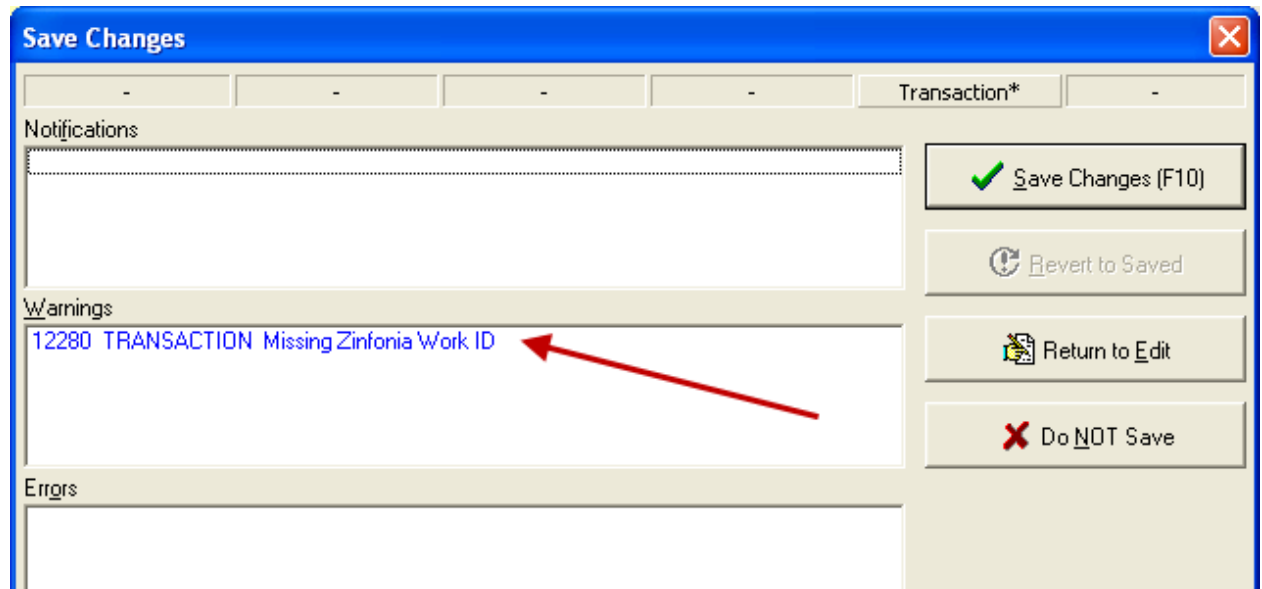
- Quote Full Score and Parts
- Hire
- Parts
- Per
- Score
- Ask
- Add
- Group Comment

- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address
- Inspect element

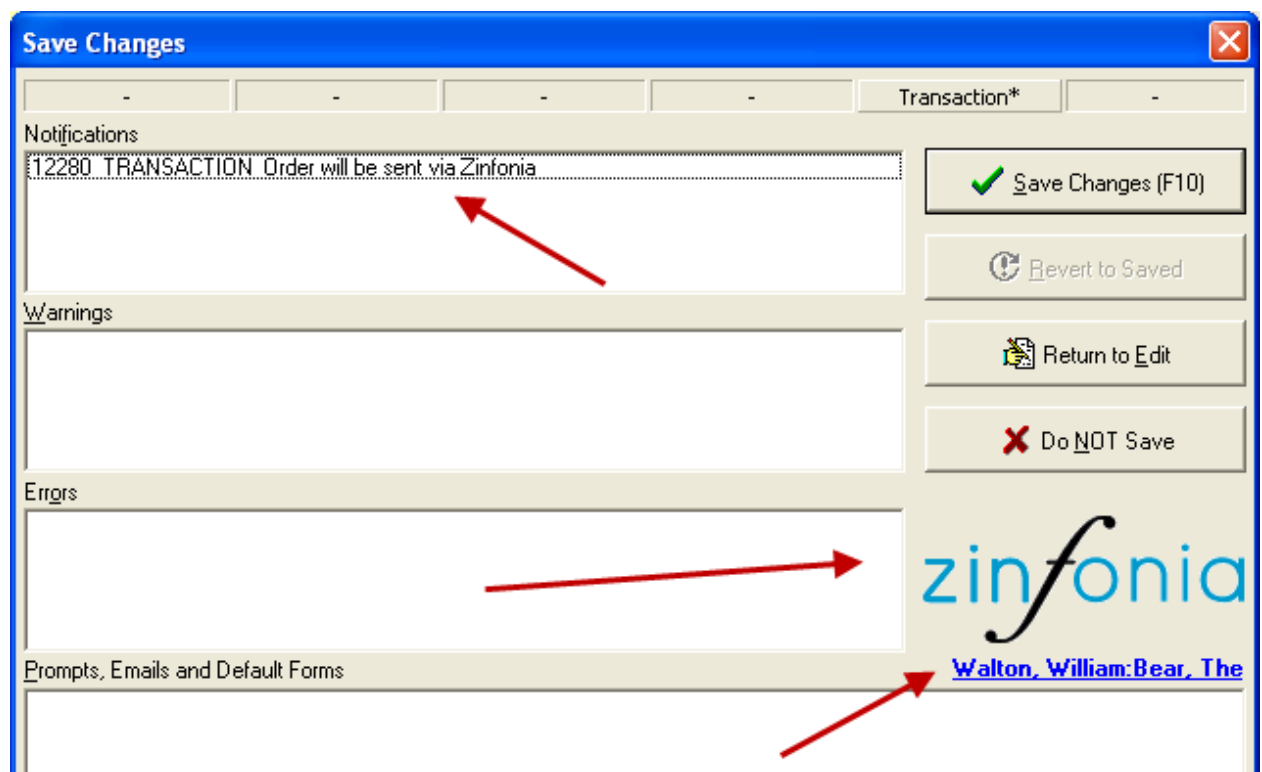


Placing a B2B Order

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:



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.



Note: It is important that the displayed work is correct because this is the title that will be ordered from the Publisher. You can click on the title to see the entry in Zinfonia for 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 details¹
- 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 strings²

The screenshot shows a software interface for creating a transaction. The form is divided into several sections:

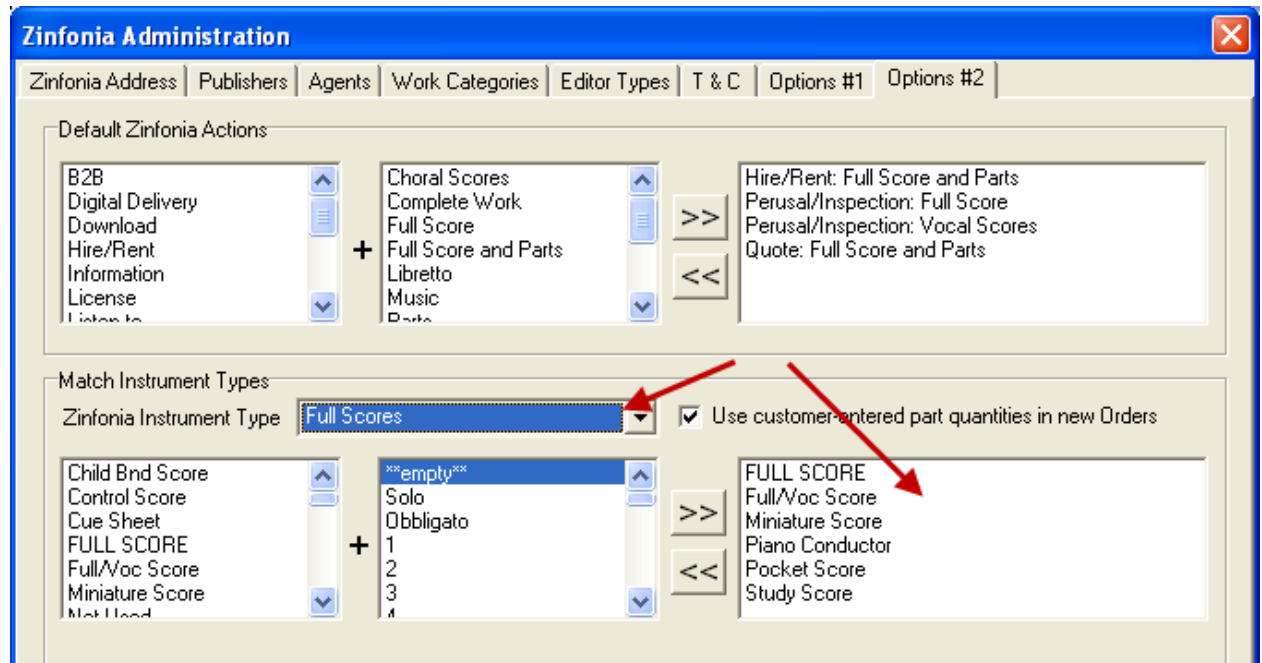
- Transaction Type:** New Set Order
- Performance Type:** Performance
- Performance Details:** 22/06/2012 (1), Avery Fisher Hall, New York, NY Phil, c. Boyd
- Transaction Status:** Ready for Despatch
- Priority:** Normal
- Duration:** 0:48:0
- Send By:** DHL
- Send To:** BTMI (Peter Grimshaw)
- Due Back:** 22/06/2012
- Date Received:**
- Late Return:**
- Transaction Information:** This is an URGENT ORDER

Several green checkmarks are overlaid on the form, indicating that the information is correctly entered or highlighted.


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

¹ 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.

² 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.

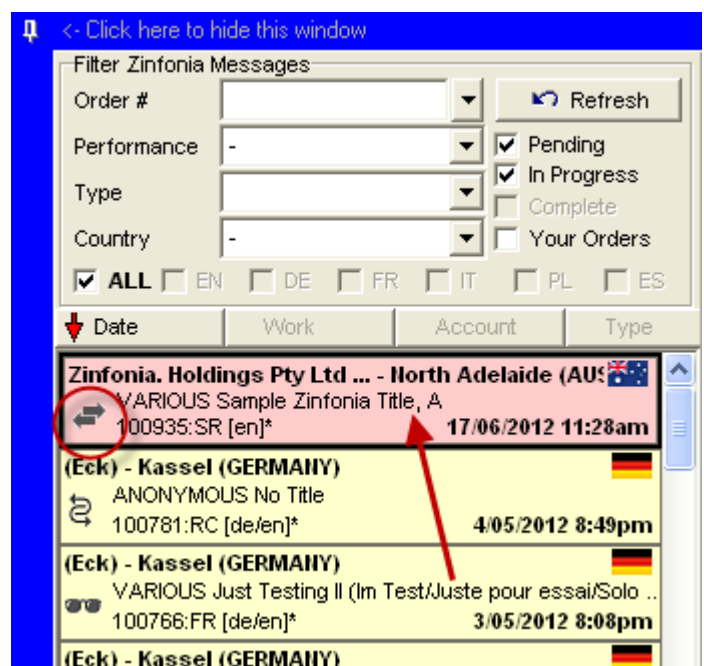


The B2B Recipient

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).



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