

EDI Invoicing

Client Information

1. Contact Information
 - Company Name:
 - Award Program Contact Name:
 - Telephone Number:
 - E-mail:
2. Do you have an EDI Implementation Guide?
 - If yes, please send it electronically to ediadmin@octanner.com. If it cannot be sent electronically, please provide instructions on how to obtain the guide by emailing ediadmin@octanner.com.
3. What Value Added Network (VAN) do you use?
 - Account Name for Production:
 - Account Name for Test:
4. EDI Technical Contact Name:
 - Telephone Number:
 - E-mail:
5. Can You Provide a X12.997 confirmation?
6. Do you want specific cost center information identified on your Invoice?

O.C. Tanner Recognition Company Information

1. Format Preference: ANSI X12.810
2. Version Preference: 4010
3. Confirmation Preference: X12.997
4. Payment Preference: Check or Electronic Funds Transfer (EFT)
5. Value Added Network: IBM Information Exchange
6. Technical Contact: EDI Administration Team.
 - E-mail: ediadmin@octanner.com

Process Information

1. To make the set-up successful, we suggest that you send us comprehensive test data that will verify the desired outcome.
2. Sample invoices will be created and sent to your test account address.
3. The EDI invoice will be enabled when you agree that invoice meets your needs.
4. A summary invoice with line-item detail report is our standard.

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