



**Request for ExLibris ALMA Library
System EDI Transmission**

Return to:
Customer Service
William S Hein & Co., Inc.
2350 North Forest Road
Getzville, NY 14068
Toll free (800) 828-7571 *Fax (716) 883-8100

The purpose of this form is to initiate the establishment of electronic transmissions between your library and William S. Hein & Co., Inc. This form is only for users of **ExLibris ALMA Library System**. For information on other electronic transmission types available, please contact us at 1-800-828-7571.

Complete this form in its entirety and send or fax it to the above address. The information requested below is required in order to ensure a prompt response to your request.

Please note that there is a \$300.00 one-time activation fee.

<p>Requirements:</p> <ul style="list-style-type: none"> • ExLibris ALMA Library system • Use of Purchase Order Line Numbers on all orders placed with Hein • Internet access with FTP capability • Internet e-mail <p>Note:</p> <ul style="list-style-type: none"> • If you have more than one Account number with Hein, you must complete a separate form for each account number. • If you have any questions about this form or Hein's electronic transmissions, please contact us at the above number.
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<p>I would like to Initiate Electronic transmissions for the following functions:</p> <p><input type="checkbox"/> Serials Invoicing <input type="checkbox"/> Continuations Invoicing</p>

<p>Hein Account Number <input type="text"/> leave blank if unknown</p> <p>Library Name _____</p> <p>Mailing address _____</p> <p>City _____ State _____ Zip Code _____</p> <p>Country _____</p>

<p>Primary Contact Information:</p> <p>Name _____</p> <p>Title: _____</p> <p>Telephone number: _____</p> <p>E-Mail address: _____</p>
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<p>Technical Contact Information:</p> <p>Name _____</p> <p>Title: _____</p> <p>Telephone number: _____</p> <p>E-Mail address: _____</p>
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Primary Contact's Signature _____ Date _____

*Please keep a copy of this form for your records