



# **Subscription Order, Renewal or Transfer Message Guidelines**

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### Overview: Subscription Order, Renewal or Transfer

This message is the main transactional mechanism introduced by ICEDIS. As its name implies, the message supports three main variants encountered in subscriptions trading between Agents and Publishers. It carries comprehensive information on the subscription product to be ordered or renewed, as well as sufficient customer and pricing detail to permit orders to be transmitted and processed in a highly-automated fashion. The transfer flag allows a receiving Publisher to recognise when a customer is continuing a previous subscription but is now ordering via a different Agent.

Alongside the main subscription records, it is also possible optionally to send additional records conveying information from the Agent about end-user addresses (where agent consolidation arrangements are in place), e-journal administrative information, and IP addresses or ranges to support institutional access-control arrangements for online journals.

## ICEDIS and its Messages

### What is ICEDIS?

ICEDIS is the International Committee on EDI for Serials. The Committee brings together business and technical representatives from the world's leading journal publishers and subscription agents. Together these trading partners are developing and defining industry standards for EDI use in facilitating journal subscription processing. The aims and objectives of ICEDIS are to:

- Be proactive in the specification, development, testing and implementation of agreed EDI standards.
- Encourage the exploitation and acceptance of EDI standards, thus enhancing cost-effective and value-added services throughout the industry.
- Be recognized as an independent international body for the formulation, maintenance, administration and dissemination of EDI standards between publishers, agents and other intermediaries within the journals industry.
- Work together with other standards organizations to optimize the range and acceptability of the EDI standards developed for the industry.

### The Need for Specialised Messages

The messages described here have been designed by ICEDIS to support and help automate trade in journals and other serial resources. The messages address various aspects of the subscription business supply chain, but focus particularly on the high-volume transactional and information interchanges between publishers and subscription agents.

The message set has evolved in recent years to support not only print journals but also the rapid expansion in online serial resources. The information model underlying the formats is robust and designed

with built-in controls and checks. The formats are essentially independent of the medium or method used for data transfer.

### Uptake in the Industry

The ICEDIS messages are widely used within the serials sector. Many publishers and subscription agents across the world regularly exchange business-critical information quickly and reliably in this way, with considerable savings in terms of process efficiency and accuracy. Each year, many millions of transactions conforming to the message standard are successfully completed. ICEDIS-standard compatibility is a built-in feature of a number of major proprietary systems.

### For Further Information

To learn more about ICEDIS and its work, visit <http://www.icedis.org/>  
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## Business Description: Subscription Order, Renewal or Transfer

### Purpose

This Agent to Publisher message is used to convey new and renewal orders for subscription products and to advise of transfers of existing subscriptions between one Agent and another. When used specifically for renewals or transfers, the message represents a powerful mechanism for highly automated transaction processing, permitting very large order volumes to be handled during busy periods of the year.

The message also provides the framework within which the Agent can transmit additional information related to the subscription – including end-user, e-journal and IP address details.

### Typical Usage

This message is capable of carrying instructions on new orders, renewals of existing subscriptions and transfers of subscriptions between agents. Typical usage scenarios differ, according to which of these is the primary purpose, but guidelines might be:

- For *new orders*, weekly throughout the year
- For *subscription renewals*, weekly or fortnightly during the peak renewals season (say, November–February) and monthly outside that period
- For *transferred subscriptions*, on completion of each significant transfer or take-on and otherwise as part of the main annual renewals exchange.

The successful use of this message, particularly in helping agents and publishers rapidly and effectively process very large numbers of transactions during busy periods, can be maximised by a number of preparatory steps, as described on the next page.

### Benefits

- Rapid and automated transaction processing, helping moderate the big fluctuations in staffing levels that would otherwise be needed during peak trading seasons.
- Reduction in the opportunity for keying errors and interrupted or lost “subscription history”.
- Rapid provision of service to the customer, or seamless continuation of service for renewals and transfers.
- This message can optionally also carry additional records conveying *End-User Address*, *E-Journal Information from the Agent* or *IP Address Range* details.

### Key Elements

- Title Header Records that relate to journal titles
- Data Records including comprehensive title and subscription-related information, including:
  - Title(s) subscribed
  - Subscription(s) for each customer served by the Agent concerned
  - Subscription term (represented as start/end dates as well as start/end volume and issue)
  - Remittances payable by the Agent (including despatch charges and applicable taxes)
  - Despatch methods (for print products)
- File Header, Title Subtotal and Control Total Records that signal the message type, summarise the information transferred and check for completeness.

See Table 4 for a detailed technical description of this message’s data record

## Business Description: End-User Address

### Purpose

This optional additional data record is used to communicate address information relating to the end-user of a subscription order, from the Agent to the Publisher. The need arises because agents act in some circumstances as consolidators of print product, so that both the “bill-to” and “ship-to” records in publishers’ systems relate only to the agent, and mask the identity of the real customer. From the publisher’s viewpoint this can be unsatisfactory for two main reasons. It introduces barriers into portfolio management of a customer’s holdings and it can cause difficulties in enabling access to online resources bundled with print.

### Typical Usage

This data record is optional but if present must be used as part of a *Subscription Order, Renewal or Transfer* message (described earlier) to provide additional information for new, renewed or transferred subscriptions. A valid end-user address should be supplied with every new order transmitted by an agent, if this information is not already held in either the bill-to or the ship-to address.

Full sets of end-user addresses for all such subscriptions, should normally be supplied by the agent at least annually – typically along with the main renewals exchanges – with the change of address indicator completed as appropriate so that the publisher knows *which* addresses need updating.

### Benefits

- Rapid and high-volume transfer of addresses between trading partners.
- Support for both accurate mail delivery of physical products and identification of end customers when consolidation is involved.
- NOTE: There is great potential in this area for further automation via either direct upload into receiving systems or auto-comparison with records already held. However, and particularly in the absence of an agreed structured-address standard, this needs to be carefully planned between trading partners to ensure appropriate data mapping and validation.

### Key Elements

The data record permits the transmission of a total of 315 characters of name and address information, representing up to 7 lines of 45 characters. This field is currently free-text in nature, but discussions underway at the time of writing are exploring the possibility of introducing an amended format to support the exchange of structured addresses.

See Table 5 for a detailed technical description of this additional data record

## Business Description: E-Journal Information from the Agent

### Purpose

This optional additional data record is used to convey comprehensive details to support trading and customer service for e-journals, from the Agent to the Publisher. If present it is used as part of a *Subscription Order, Renewal or Transfer* message to provide full ordering and access management information; it is also used to convey new or modified information specifically related to the use of online subscriptions. This *E-Journal Information* data record may also be used in conjunction with one or more optional *IP Address Range* additional records to specify those IP addresses or ranges used by end customers to access the online content concerned.

### Typical Usage

As with the other ICEDIS messages, the frequency of *E-Journal Information* exchanges must be agreed between business partners. However, customer expectations are rightly high in this area, and the aim for such exchanges is to get as close as possible to the speed of response that a customer might expect via Internet-based e-commerce exchanges. Therefore it is likely that the frequency of exchanges should be high – for example weekly – to minimise delays.

### Benefits

Valuable online resources can only be properly exploited if certain key administrative contacts and procedures are robustly established. Accurate and automated transmission of information via this message facilitates:

- Smooth and rapid access for the customer to resources purchased.

- A more effective customer service interface, linking the customer's administrator to technical help and support functions within the Agent and Publisher organisations.
- Coherent access control and management for the Publisher, linked back to agreed license terms.

### Key Elements

The information and parameters required to support online resources are frequently different in nature to those encountered in the print world, and this shift is recognised in the detailed structure of the data record, as shown later in Table 6b. Topics covered include:

- Sources and methods of access
- The range(s) of content available online
- Administrative contact points within the end user's organisation
- End user metrics and demographics related to license terms
- Passwords and IP ranges to support access control.

### An Alternative Approach for e-Access Exchanges

At the time of writing, ICEDIS is developing a new mechanism to support e-access requests and responses. This will define XML transactions, making it possible, by agreement, for agents to communicate directly with online hosting platforms on behalf of their customers.

See Table 6 for a detailed technical description of this additional data record

## Business Description: IP Addresses

### Purpose

This optional additional data record is used to convey details of the IP addresses or ranges associated with the end-user of a subscription to an electronic journal, from the Agent to the Publisher. IP addresses or ranges are in widespread use within access management systems, where they are used to verify a customer's identity and to enable access to the correct range of subscribed electronic resources.

Another mechanism sometimes used alongside or in conjunction with IP address recognition – namely user-ID / password combinations – is supported by the *E-Journal Information from the Agent* data record.

### Typical Usage

The *IP Address Range* data record is optional and repeatable if necessary. It must however be used as part of a *Subscription Order*, *Renewal* or *Transfer* message.

The data record can be used in conjunction with the *E-Journal Information from the Agent* data record for a new order or to convey new or amended information related to an existing subscription. The frequency of exchanges must be agreed between business partners, but is likely to be high – for example, weekly – given the need to enable the customer's access to online resources as quickly as possible after purchase. As with the *E-Journal Information from the Agent* record, the aim is to meet the general market expectation that online resource should be available more or less immediately.

### Benefits

Accuracy is of paramount concern, given that the IP addresses are frequently the mechanism for opening the publisher's online repository to legitimate or non-legitimate users. Automated transfer both speeds the process and eliminates some of the risk in multiple rekeying of the long and complex data strings involved.

### An Alternative Approach for e-Access Exchanges

At the time of writing, ICEDIS is developing a new mechanism to support e-access requests and responses. This will define XML transactions, making it possible, by agreement, for agents to communicate directly with online hosting platforms on behalf of their customers.

See Table 7 for a detailed technical description of this additional data record



## Maximising Success

### Synchronising Records, Address Rules

The key to smooth operation for renewal or transfer orders is to maximise the degree of synchronisation between Agent and Publisher files. This can be facilitated by timely usage of the *Advice on Existing Subscription* message. Carrying out this step, and dealing promptly with any amendments or corrections that arise, lays a solid foundation for high match rates during the peak renewals season and thus high levels of automated (rather than manual) processing.

For all subscription orders, it is essential that accurate customer address information be supplied. Given that currently the field available is free-text in nature (as with the *End-User Address* additional data record), it is also vital that business partners reach explicit agreement about how address elements should be handled – particularly if auto-loading to the Publisher’s system is envisaged. Note also the usefulness of keeping the change of address indicator up to date, so that the status of each address can be accurately ascertained.

### Getting Prices Aligned

It is vital for all parties that the correct and agreed prices be applied to each transaction, since numerous price variants (catalog, negotiated, etc.) may in principle be available. At least two approaches may be used. In the first, the Publisher communicates valid catalog prices to the Agent as soon as these are known, via an electronic file and/or a printed list. In the second, the Publisher utilises the *Price at Subscription Level* message to provide the Agent with line-by-line advice that can also take into account negotiated, consortium and other arrangements. Either way, prompt and accurate advance loading of these prices to the Agent’s system is a prerequisite for later processing.

### Practical Steps

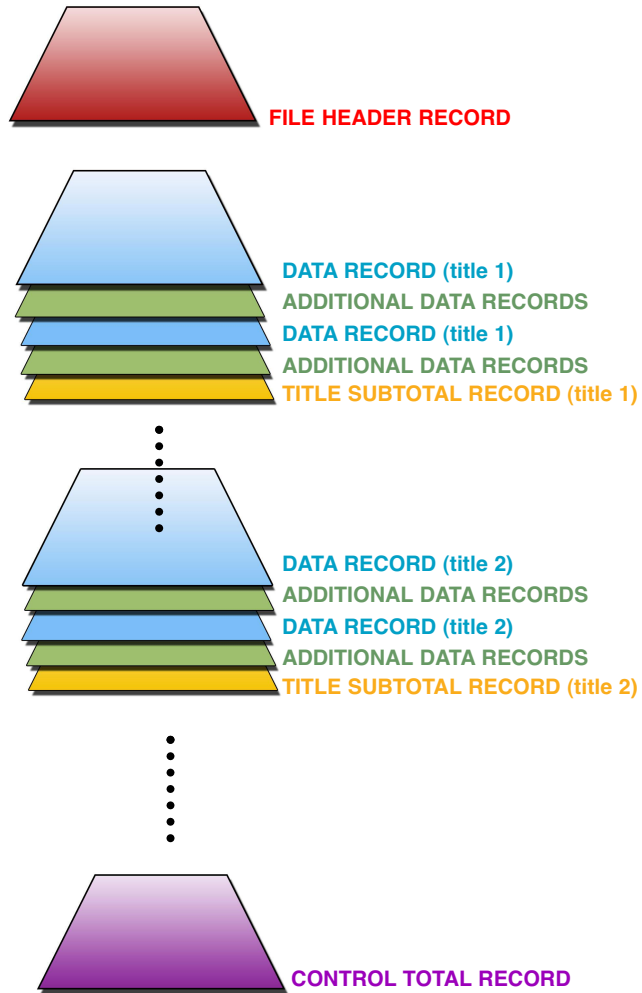
- The keys are planning and preparation: operational managers within Publishers and Agents should maintain contacts with their opposite numbers and actively plan the sequence of events during the subscriptions year, including the preferred timing, methods, frequency and administrative controls for each type of exchange during various stages of the year.
- Publishers and Agents should exchange the *Advice on Existing Subscription* message some months ahead of the calendar-year renewal peak season to align data on which subscriptions are supposed to be going to which customers.
- Similarly, Publishers and Agents should discuss and agree how prices and price changes are to be communicated, whether using the *Price at Subscription Level* message or outside of the ICEDIS framework.
- Agents should explicitly advise Publishers when they are taking on significant groups of existing subscriptions from another Agent: this helps ensure uninterrupted service to customers as well as maintaining subscription history for the Publisher.
- Agents should seek advance confirmation from Publishers as to whether multi-currency transactions should best be handled within one message or whether they are better split into a series of messages, with one for each currency.
- The *End-User Address* additional data record should be used as part of the *Subscription Order, Renewal or Transfer* message for all subscriptions subject to agent-consolidation arrangements.
- The *E-Journal Information from the Agent* and *IP Address Range* additional data records should be used as part of this message wherever the subscription involved includes partly or wholly online content.

See the companion guidelines at [www.icedis.org](http://www.icedis.org) for other messages described here



## General Message Structure

### Subscription Order, Renewal or Transfer



### Headers and Control Totals: Agent to Publisher

The structure of the *Subscription Order, Renewal or Transfer* message is as follows. The File Header Record shown in Table 1 opens the message. Data Records grouped by title follow and all the records for each title are summarised in a Title Subtotal Record as described in Table 2. The message concludes with an extended Control Total Record (Table 3).

### Regular & Additional Data Records

Within the overall message structure previously described, the Data Records may be thought of as carrying the “payload” of the messages. Typically there will be one or many Data Records following each Title Header, with each Data Record corresponding to a subscription to the title concerned. Optionally, some of the messages may carry Additional Data Records to amplify or elaborate the information transmitted.

### End of Record Indicator

Records end with the newline character (CRLF).

### Fixed Field-Lengths and Sequences

All the ICEDIS messages are defined in terms of fixed field-length elements and records. This means that not only the content but also the position of each piece of information is significant. The corollary is that pieces of information too long for the relevant field must be correctly truncated and that pieces of information too short for the relevant field must be correctly padded – e.g. with leading zeros for numeric or value fields or with trailing blanks for alphanumeric fields.

### Use of Other File Formats

The ICEDIS messages define standards and descriptions that could in principle be exchanged in formats other than simple, fixed field-length. For example, the field and element descriptors might be used to define CSV (comma-separated value) files or spreadsheet layouts with the same field-lengths as the originals. These alternative formats may be easier to achieve by new entrants to the industry, or those with smaller or more modern systems. However, ICEDIS strongly recommends that any such deviation from the basic standard be explicitly discussed and agreed in advance between business partners to avoid confusion or data loss during subsequent exchanges.

**Table 1. File Header record**

**The File Header is mandatory and non-repeatable: it MUST be the first record in every message**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
1	Record type	Element denoting the type of an ICEDIS record	N	M	1	1	0	0
2	Sender reference	Reference string allocated by the sender of the message, whether Publisher or Agent. May by agreement be viewed as 15-character code for the sender and a 5-character code for the sender site (if required)	A	R	20	2–21		Swets Lisse 001
3	Sender name	Free-text string identifying the sender of the message, whether Publisher or Agent	A	R	30	22–51		Palgrave Macmillan
4	Creation date	System date when record created. Date in YYMMDD format	D	M	6	52–57		050401
5	File identifier	Controlled value string identifying the nature of the message. REFNCE signifies reference number updates, when used with <i>Advice on Existing Subscription</i> (Table 4) PASUBL is proposed for Price at Subscription Level (Table 5) ORDERS signifies subscription orders, when used with <i>Subscription Order, Renewal or Transfer</i> (Table 6)	A	M	6	58–63	ORDERS PASUBL REFNCE	ORDERS
6	Creation time	System time when record created. Time in HHMM format	D	R	4	64–67		2215
7	Unused area	Unused area. Note: Length of element is either: 593 (when used with <i>Subscription Order, Renewal or Transfer</i> ) OR 333 (when used with <i>Advice on Existing Subscription or Price at Subscription Level</i> )	A	R	593 OR 333 (see note left)	68–660 OR 68–400 (see note left)	Always spaces	

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)

\*\*M = Mandatory field; R = Recommended field; O = Optional field

**Table 2. Title Subtotal record**

The Title Subtotal record is repeatable for each title referred to; at least one occurrence is mandatory in every message

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
1	Record type	Element denoting the type of an ICEDIS record	N	M	1	1	7 = Title subtotal record	7
2	ISSN	The International Standard Serial Number for the journal ordered or renewed	A	R	8	2-9	Genuine ISSN, transmitted unhyphenated	13601385
3	Publisher title reference	Proprietary identifier assigned by the publisher to the journal/manifestation concerned	A	R	20	10-29		7014385
4	Journal title	Title of a print or e-journal as defined by the publisher. The "full" cover title should be used	A	M	90	30-119		Nature Biotechnology
5	Number of orders	Total number of orders for this journal being submitted (equivalent to the number of data records present in the message)	N	M	8	120-127		00001522
6	Number of copies	Total number of copies for this journal covered by the data records in the message	N	M	8	128-135		00003008
7	Unused	Unused	A	M	8	136-143	Always spaces	

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field



**Table 2. Title Subtotal record (continued)**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
8	Currency code 1	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	144-146	Three-character code from ISO 4217 list	USD
9	Total value code 1	Total value of all orders for this journal in the message submitted using currency code 1	V	R	12	147-158		000123456789 (means 1,234,567.89)
10	Currency code 2	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	159-161	Three-character code from ISO 4217 list	EUR
11	Total value code 2	Total value of all orders for this journal in the message submitted using currency code 2	V	R	12	162-173		000123456789 (means 1,234,567.89)
12	Currency code 3	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	174-176	Three-character code from ISO 4217 list	GBP
13	Total value code 3	Total value of all orders for this journal in the message submitted using currency code 3	V	R	12	177-188		000123456789 (means 1,234,567.89)
14	Currency code 4	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	189-191	Three-character code from ISO 4217 list	JPY
15	Total value code 4	Total value of all orders for this journal in the message submitted using currency code 4	V	R	12	192-203		000123456789 (means 1,234,567.89)

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field



**Table 2. Title Subtotal record (continued)**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
16	Currency code 5	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	204–206	Three-character code from ISO 4217 list	AUD
17	Total value code 5	Total value of all orders for this journal in the message submitted using currency code 5	V	R	12	207–218		000123456789 (means 1,234,567.89)
18	Currency code 6	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	219–221	Three-character code from ISO 4217 list	ZAR
19	Total value code 6	Total value of all orders for this journal in the message submitted using currency code 6	V	R	12	222–233		000123456789 (means 1,234,567.89)
20	Currency code 7	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	234–236	Three-character code from ISO 4217 list	CHF
21	Total value code 7	Total value of all orders for this journal in the message submitted using currency code 7	V	R	12	237–248		000123456789 (means 1,234,567.89)
22	Currency code 8	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	249–251	Three-character code from ISO 4217 list	SGD
23	Total value code 8	Total value of all orders for this journal in the message submitted using currency code 8	V	R	12	252–263		000123456789 (means 1,234,567.89)

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field



**Table 2. Title Subtotal record (continued)**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
24	Currency code 9	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	264–266	Three-character code from ISO 4217 list	<i>INR</i>
25	Total value code 9	Total value of all orders for this journal in the message submitted using currency code 9	V	R	12	267–278		<i>000123456789</i> (means 1,234,567.89)
26	Currency code 10	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	279–281	Three-character code from ISO 4217 list	<i>MXN</i>
27	Total value code 10	Total value of all orders for this journal in the message submitted using currency code 10	V	R	12	282–293		<i>000123456789</i> (means 1,234,567.89)
28	Unused	Unused	A	M	367	294–660	Always spaces	

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)

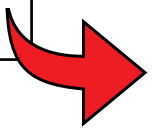
\*\*M = Mandatory field; R = Recommended field; O = Optional field

**Table 3. Control Total record**

The Control Total record is mandatory and non-repeatable; it MUST be the last record in every message

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
1	Record type	Element denoting the type of an ICEDIS record	N	M	1	1	9 = Control Total record	9
2	Unused	Unused	A	M	118	2-119	Always spaces	
3	Number of orders	Total number of orders being submitted (equivalent to the number of data records present in the message)	N	M	8	120-127		00001522
4	Number of copies	Total number of copies covered by the data records in the message	N	M	8	128-135		00003008
5	Number of records	Total number of records written to the file	N	M	8	136-143		00001234
6	Currency code 1	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	144-146	Three-character code from ISO 4217 list	USD
7	Total value code 1	Total value of all orders in the message submitted using currency code 1	V	R	12	147-158		000123456789 (means 1,234,567.89)
8	Currency code 2	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	159-161	Three-character code from ISO 4217 list	EUR

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field





**Table 3. Control Total record (continued)**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
9	Total value code 2	Total value of all orders in the message submitted using currency code 2	V	R	12	162–173		000123456789 (means 1,234,567.89)
10	Currency code 3	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	174–176	Three-character code from ISO 4217 list	GBP
11	Total value code 3	Total value of all orders in the message submitted using currency code 3	V	R	12	177–188		000123456789 (means 1,234,567.89)
12	Currency code 4	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	189–191	Three-character code from ISO 4217 list	JPY
13	Total value code 4	Total value of all orders in the message submitted using currency code 4	V	R	12	192–203		000123456789 (means 1,234,567.89)
14	Currency code 5	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	204–206	Three-character code from ISO 4217 list	AUD
15	Total value code 5	Total value of all orders in the message submitted using currency code 5	V	R	12	207–218		000123456789 (means 1,234,567.89)
16	Currency code 6	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	219–221	Three-character code from ISO 4217 list	ZAR
17	Total value code 6	Total value of all orders in the message submitted using currency code 6	V	R	12	222–233		000123456789 (means 1,234,567.89)

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)

\*\*M = Mandatory field; R = Recommended field; O = Optional field



**Table 3. Control Total record (continued)**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
18	Currency code 7	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	234–236	Three-character code from ISO 4217 list	CHF
19	Total value code 7	Total value of all orders in the message submitted using currency code 7	V	R	12	237–248		000123456789 (means 1,234,567.89)
20	Currency code 8	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	249–251	Three-character code from ISO 4217 list	SGD
21	Total value code 8	Total value of all orders in the message submitted using currency code 8	V	R	12	252–263		000123456789 (means 1,234,567.89)
22	Currency code 9	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	264–266	Three-character code from ISO 4217 list	INR
23	Total value code 9	Total value of all orders in the message submitted using currency code 9	V	R	12	267–278		000123456789 (means 1,234,567.89)
24	Currency code 10	Code to specify the currency of payment, according to the ISO 4217 standard	A	R	3	279–281	Three-character code from ISO 4217 list	MXN
25	Total value code 10	Total value of all orders in the message submitted using currency code 10	V	R	12	282–293		000123456789 (means 1,234,567.89)
26	Unused	Unused	A	M	367	294–660	Always spaces	

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)

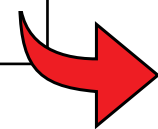
\*\*M = Mandatory field; R = Recommended field; O = Optional field

**Table 4. Subscription Order, Renewal or Transfer – data record**

**This record is mandatory and repeatable**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
1	Record type	Element denoting the type of an ICEDIS record	N	M	1	1	1 = Subscription order, renewal or transfer, data record	1
2	ISSN	The International Standard Serial Number for the journal ordered or renewed <i>Notes:</i> Only a genuine ISSN, assigned by one of the national or international ISSN agencies, should be used here. The ISSN agencies strongly recommend that separate ISSNs be assigned for each manifestation of a journal – for example, print or electronic versions of the same title should have different ISSNs.	A	R	8	2–9	Genuine ISSN, transmitted unhyphenated	13601385
3	Publisher title reference	Proprietary identifier assigned by the publisher to the journal/manifestation concerned	A	R	20	10–29		7014385
4	Journal title	Title of a print or e-journal as defined by the publisher. The “full” cover title should be used	A	M	90	30–119		<i>Nature Biotechnology</i>
5	Publisher subscription reference	A persistent identifier assigned by the publisher to a particular subscription, preferably for the lifetime of that subscription	A	R if field 8 = R, T or E	20	120–139		
6	Agent subscription reference	A persistent identifier assigned by the agent to a particular subscription, preferably for the lifetime of that subscription	A	M	20	140–159		

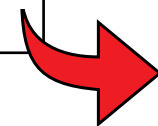
**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field



**Table 4. Subscription Order, Renewal or Transfer – data record (continued)**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
7	Customer name and address	Name and delivery or “ship-to” address for the customer <i>Note:</i> This field is populated assuming a data structure of 7 lines of 45 characters	A	M	315	160–474		Brian Green, BIC/EDItEUR, 39-41 North Road, London N7 9DP, UK
8	Order type	Code to indicate whether an order instruction relates to a new order, a renewal, a transfer or an upgrade in online services	A	M	1	475	R = Renewal N = New order T = Transfer to this agent E = Electronic upgrade	R
9	Change of address indicator	Flag to indicate the status of an address, whether changed, unchanged or unknown	A	R	1	476	Y = Yes N = No U = Unknown	N
10	Renewal period start date	Start date for the period covered by a renewed subscription. Date in YYMMDD format	D	M	6	477–482		031006
11	Renewal period end date	End date for the period covered by a renewed subscription Date in YYMMDD format	D	M	6	483–488		041005
12	Renewal period start volume	First volume number for the period covered by a renewed subscription. Used in conjunction with <i>renewal period start issue</i>	N	O	5	489–493		00147
13	Renewal period end volume	Last volume number for the period covered by a renewed subscription. Used in conjunction with <i>renewal period end issue</i>	N	O	5	494–498		00158

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field



**Table 4. Subscription Order, Renewal or Transfer – data record (continued)**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
14	Renewal period start issue	First issue number for the period covered by a renewed subscription. Used in conjunction with <i>renewal period start volume</i>	N	O	5	499–503		00001
15	Renewal period end issue	Last issue number for the period covered by a renewed subscription. Used in conjunction with <i>renewal period end volume</i>	N	O	5	504–508		00004
16	Delivery method indicator	Code to indicate the method of delivery specified for a particular subscription to a printed journal	A	R	1	509	0 = Standard 1 = Airmail 2 = Registered 3 = Air freight 4 = First class mail 5 = Other 6 = Deeply discounted rate	1
17	Agent payment reference	Agent payment reference, for example cheque number	A	O	10	510–519		MT 03034987 (from Swets' US bank JP Morgan Chase)
18	Currency code	Code to specify the currency of payment, according the ISO 4217 standard. This element is mandatory if there is a non-zero amount in the <i>agent remittance</i> field	A	M	3	520–522	Three-character codes from ISO 4217 list	USD
19	Agent remittance	Agent remittance for a given subscription, in the currency specified by the <i>currency code</i>	V	M	10	523–532		0000036250 (means 362.50)
20	Subscription quantity	Number of copies of a printed journal covered by the subscription concerned	N	M	4	533–536		0010

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field



**Table 4. Subscription Order, Renewal or Transfer – data record (continued)**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
21	Agent subscription reference, <i>previous year</i>	A persistent identifier assigned by the agent to a particular subscription, preferably for the lifetime of that subscription, and advised during the previous year's exchanges	A	O	20	537–556		
22	Publisher notes	Free text area to enable messages to be sent about subscriptions	A	O	72	557–628		
23	Agent remittance, postal fees	Code to indicate the method of delivery specified for a particular subscription to a printed journal Agent remittance for the postal fees associated with a given subscription, in the currency specified by the <i>currency code</i> This field is used if separate dispatch charges are identified	V	M	10	629–638		0000003625 (means 36.25)
24	Agent remittance, sales tax	Agent remittance for the sales tax associated with a given subscription, in the currency specified by the <i>currency code</i> If the remittance is taxable, enter the value here	V	M	10	639–648		0000007250 (means 72.50)
25	Agent remittance, sales tax on postal fees	Agent remittance for the sales tax on postal fees associated with a given subscription, in the currency specified by the <i>currency code</i> If the dispatch charge is taxable, enter the value here	V	M	10	649–658		0000000450 (means 4.50)
26	Unused area	Unused area	A	M	2	659–660	Always spaces	

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)

\*\*M = Mandatory field; R = Recommended field; O = Optional field

**Table 5. End User Address – additional data record**

**This record is optional**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
1	Record type	Element denoting the type of an ICEDIS record	N	M	1	1	2 = End user address, data record	2
2	ISSN	The International Standard Serial Number for the journal ordered or renewed  <i>Notes:</i> Only a genuine ISSN, assigned by one of the national or international ISSN agencies, should be used here. The ISSN agencies strongly recommend that separate ISSNs be assigned for each manifestation of a journal – for example, print or electronic versions of the same title should have different ISSNs.	A	R	8	2–9	Genuine ISSN, transmitted unhyphenated	13601385
3	Publisher title reference	Proprietary identifier assigned by the publisher to the journal/manifestation concerned	A	R	20	10–29		7014385
4	Journal title	Title of a print or e-journal as defined by the publisher. The “full” cover title should be used	A	M	90	30–119		<i>Nature Biotechnology</i>
5	Publisher subscription reference	A persistent identifier assigned by the publisher to a particular subscription, preferably for the lifetime of that subscription	A	R	20	120–139		
6	Agent subscription reference	A persistent identifier assigned by the agent to a particular subscription, preferably for the lifetime of that subscription	A	M	20	140–159		

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field





**Table 5. End User Address – additional data record (continued)**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
7	End user name and address	Name and address for the end-user customer, in cases where agent consolidation services are in place  <i>Note:</i> This field is populated assuming a data structure of 7 lines of 45 characters	A	M	315	160–474		<i>Brian Green, BIC/EDItEUR, 39-41 North Road, London N7 9DP, UK</i>
8	Change of address indicator	Flag to indicate the status of an address, whether unchanged, changed or unknown	A	R	1	475	Y = Yes N = No U = Unknown  <i>Note:</i> U is not a default value and should be used only when the status of the address cannot be determined	Y
9	Unused area	Reserved for future use	A	M	185	476–660	Must be blanks	

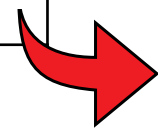
**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field

**Table 6. E-Journal Information – additional data record**

This record is optional

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
1	Record type	Element denoting the type of an ICEDIS record	N	M	1	1	3 = E-journal information, data record	3
2	ISSN	The International Standard Serial Number for the journal ordered or renewed  <i>Notes:</i> Only a genuine ISSN, assigned by one of the national or international ISSN agencies, should be used here. The ISSN agencies strongly recommend that separate ISSNs be assigned for each manifestation of a journal – for example, print or electronic versions of the same title should have different ISSNs.	A	R	8	2–9	Genuine ISSN, transmitted unhyphenated	13601385
3	Publisher title reference	Proprietary identifier assigned by the publisher to the journal/manifestation concerned	A	R	20	10–29		7014385
4	Journal title	Title of a print or e-journal as defined by the publisher. The “full” cover title should be used	A	M	90	30–119		<i>Nature Biotechnology</i>
5	Publisher subscription reference	A persistent identifier assigned by the publisher to a particular subscription, preferably for the lifetime of that subscription	A	R	20	120–139		
6	Agent subscription reference	A persistent identifier assigned by the agent to a particular subscription, preferably for the lifetime of that subscription	A	M	20	140–159		

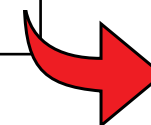
**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field



**Table 6. E-Journal Information – additional data record (continued)**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
7	Method of access	Flag to indicate whether access to an e-journal or other online resource will be via the agent's system or another route. Use in conjunction with <i>online service provider</i> where appropriate	N	R	1	160	0 = Agent system 1 = Independent system 2 = Both agent & independent 3 = Publisher system 4 = Both agent & publisher U = Unknown	1
8	Order type	Code to indicate whether an order instruction relates to a new order, a renewal, a transfer or an upgrade in online services	A	R	1	161	N = New order R = Renewal E = Electronic upgrade (used only after initial order, indicates change from Print only to Online, or Print plus Online, etc.) T = Transfer to this agent	E
9	Access period start date	Start date for technical access to an online journal. Date in CCYYMMDD format	D	R	8	162–169		20031006
10	Access period end date	End date for technical access to an online journal. Date in CCYYMMDD format	D	R	8	170–177		20041005
11	Material or backfile start date	Start date defining the range of current or backfile material accessible under the terms of a subscription. Use in conjunction with <i>material or backfile end date</i> . Date in CCYYMMDD format	D	R	8	178–185		19970608
12	Material or backfile end date	End date defining the range of current or backfile material accessible under the terms of a subscription. Used in conjunction with <i>material or backfile start date</i> . Date in CCYYMMDD format	D	R	8	186–193		20041005

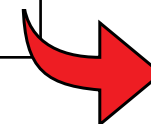
**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field



**Table 6. E-Journal Information – additional data record (continued)**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
13	Agent customer identification code	Free-text element for a customer identifier agreed between the agent and the publisher. If no such agreement is in place, then the field is left blank	A	O	20	194–213		(Various free-text codes to confirm that the parties are communicating about the same customer)
14	Account name	Free-text element for account name	A	R	45	214–258		(Free-text codes as in field 13 above)
15	Customer administrative contact name	Free-text element to transmit a customer's administrative contact name, in the context of e-journals	A	R	45	259–303		<i>Joanna Doe</i>
16	Customer administrative email address	Free-text element to transmit a customer's administrative email address, in the context of e-journals	A	R	40	304–343		<i>j.doe@aol.com</i>
17	Customer administrative phone number	Free-text element to transmit a customer's administrative phone number, in the context of e-journals	A	O	30	344–373		
18	Customer administrative fax number	Free-text element to transmit a customer's administrative fax number, in the context of e-journals	A	O	30	374–403		
19	Publisher electronic subscription reference	A persistent identifier assigned by the publisher to a particular <i>electronic</i> subscription, preferably for the lifetime of that subscription	A	O	20	404–423		

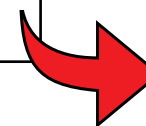
**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field



**Table 6. E-Journal Information – additional data record (continued)**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
20	Online service provider	Free text to communicate the name of an online service provider independent of the agent, in the context of access to an e-journal or other online resource. Use in conjunction with <i>method of access</i> where appropriate	A	R	45	424–468		<i>Ingenta</i>
21	User-ID and password flag	Flag to indicate whether or not a customer has requested a user-ID and password	A	R	1	469	Y = Yes N = No	Y
22	User-ID requested by customer	Free-text element to communicate the user-ID requested by a customer, if the order is so indicated in the <i>user-ID and password flag</i>	A	O	25	470–494		<i>Bookworm</i>
23	Password requested by customer	Free-text element to communicate the password requested by a customer, if the order is so indicated in the <i>user-ID and password flag</i>	A	O	25	495–519		<i>Swordfish</i>
24	Provider access number	Access number allocated by an <i>online service provider</i>	A	O	40	520–559		
25	Number of FTEs	Number of full-time employees, in the context of institutional licences for e-journals or other online resources. Refer to NISO Z39.7-2002 at <a href="http://www.niso.org/">http://www.niso.org/</a>	N	O	8	560–567		<i>00000500</i> (means 500)
26	Number of workstations	Number of workstations available to users, in the context of institutional licences for e-journals or other online resources. Refer to NISO Z39.7-2002 at <a href="http://www.niso.org/">http://www.niso.org/</a>	N	O	8	568–575		<i>00000350</i> (means 350)

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field



**Table 6. E-Journal Information – additional data record (continued)**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
27	Number of users	Number of users, in the context of institutional licences for e-journals or other online resources. Refer to NISO Z39.7-2002 at <a href="http://www.niso.org/">http://www.niso.org/</a>	N	O	8	576–583		00000200 (means 200)
28	Number of sites	Number of sites covered by a given subscription or licence, in the context of institutional licences for e-journals or other online resources. Refer to NISO Z39.7-2002 at <a href="http://www.niso.org/">http://www.niso.org/</a>	N	O	8	584–591		00000005 (means 5)
29	Consortium customer flag	Flag to indicate whether a given subscription is purchased under a consortium arrangement. Used in conjunction with <i>consortium name</i>	A	O	1	592	Y = Yes N = No	Y
30	Consortium name	Free-text element for the name of a consortium	A	O	50	593–642		PALINET
31	Number of IP ranges	Number of IP ranges declared in an optional accompanying <i>IP Address Range</i> record or message	N	O	5	643–647		00007
32	Rate indicator	Code to indicate a rate type for a given subscription.	N	O	1	648	0 = Normal 1 = Deeply discounted 2 = Consortium 3 = Tier one 4 = Tier two 5 = Tier three 6 = Tier four 7 = Tier five 8 = Tier six	1

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)

\*\*M = Mandatory field; R = Recommended field; O = Optional field

**Table 7. IP Addresses – additional data record**

**This record is optional and repeatable**

Field no.	Element name	Definition and notes	Type*	Req? **	Length	Position in record	Permissible values, where appropriate	Examples
1	Record type	Element denoting the type of an ICEDIS record	N	M	1	1	4 = IP address range, data record	4
2	ISSN	The International Standard Serial Number for the journal ordered or renewed <i>Notes:</i> Only a genuine ISSN, assigned by one of the national or international ISSN agencies, should be used here. The ISSN agencies strongly recommend that separate ISSNs be assigned for each manifestation of a journal – for example, print or electronic versions of the same title should have different ISSNs.	A	R	8	2–9	Genuine ISSN, transmitted unhyphenated	13601385
3	Publisher title reference	Proprietary identifier assigned by the publisher to the journal/manifestation concerned	A	R	20	10–29		7014385
4	Journal title	Title of a print or e-journal as defined by the publisher. The “full” cover title should be used	A	M	90	30–119		<i>Nature Biotechnology</i>
5	Publisher subscription reference	A persistent identifier assigned by the publisher to a particular subscription, preferably for the lifetime of that subscription	A	R/M	20	120–139		
6	Agent subscription reference	A persistent identifier assigned by the agent to a particular subscription, preferably for the lifetime of that subscription	A	M	20	140–159		

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
\*\*M = Mandatory field; R = Recommended field; O = Optional field





**Table 7. IP Addresses – additional data record (continued)**

Field no.	Element name	Definition and notes	Type*	Req?***	Length	Position in record	Permissible values, where appropriate	Examples
7	IP address(es) or range(s)	Single, multiple or ranges of IP addresses associated with a customer, in the context of access control for e-journals or other online resources	A	R	501	160–660	No wildcard characters  Semicolons used to delimit individual addresses or ranges  Dashes used to denote ranges	Single address: <i>27.293.141.222</i>  Several addresses: <i>27.293.141.222;32.334.195.111</i>  Range of addresses: <i>27.293.141.222–27.293.141.229</i>

**Key:** \* N = Numeric field; A = Alphanumeric field; D = Date field; V = Value field (numeric field with 10 digits including two decimal places)  
 \*\*M = Mandatory field; R = Recommended field; O = Optional field

## **Version Control Details**

This initial Version ORT4 has been derived from the more comprehensive ICEDIS Messages and Implementation Guidelines, Version 4, April 2007. Any future changes will be listed here as new versions are released.