
EDI POL Sample File - how to create it?

- **Product:** Alma
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Question

How to produce an EDI POL sample file (e.g. to send to a vendor during setup)?

Answer

An EDI order / POL file is created by setting up the vendor for EDI ordering, adding an order (POL), and sending it.

More in detail:

1. In the Vendor "EDI Information" tab find the section for "Vendor EDI Attributes" and click: **Outgoing** - POs.
2. On the same page, configure **S/FTP Connection**. Click "Test FTP" to ensure connection.
3. Create an order (PO Line) as you typically would for this vendor (e.g. Print Book - One Time).

*To the best of support team's knowledge, the **Acquisition Type** should be: **Purchase**.*

4. Click on the POL: "Save and Continue".
5. In the Vendor "EDI Information" tab > Job Scheduling" node, click: "**Run Now**".

The POL file should appear now on the FTP server.

Additional Information

All aspects for "Configuring EDI for a Vendor" are explained in the [Online Help, click here](#).

All technical aspects for "EDI Integration with Alma" are explained in the [Developers Network, click here](#).

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