

# AFO 246 - Country codes

## 246.1 Introduction

The system enables you to define a set of country codes. A country code is made up of four parts:

- A description
- A limit for reminder 1
- A limit for reminder 2
- A cancellation limit

The country codes are used to define the default reminder and cancellation limits when suppliers are input in the supplier file. The description is used to print the country on correspondence with suppliers abroad.

This option enables you to give suppliers abroad more time to supply materials. A library in the Netherlands, for example, might send a first reminder after 45 days to a Dutch supplier but only after 90 days to a supplier in the United States.

These are merely defaults that can be amended when inputting a supplier, inputting or viewing purchase orders, or viewing other types of print runs. The defaults defined in AFO 246 are only used when suppliers are entered in the supplier file.

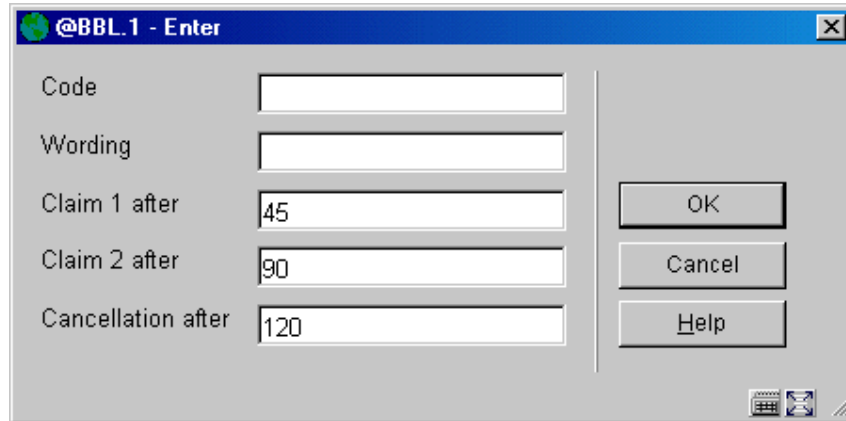
### **Please note**

When the system is installed the country code for the country where the library is located is always entered immediately. This is the only code that has to be entered. A default code can be used when inputting a supplier in AFO 241 (Suppliers). This default code must be defined in AFO 272 (Acquisitions parameters control - Miscellaneous).

We recommend that you use an existing list of country codes such as the car number plate system or the ISO codes. Various lists of codes can be found on the Internet by searching on "countrycodes".

## 246.2 Input and control of country codes

When you select this AFO an input screen will be displayed but if country codes have already been defined a survey screen will be displayed which is described further on in this section:



### Fields on the screen

**Code** - enter a code that has not been used already. The code must not be longer than five characters.

**Wording** - enter the description of the code. The description must not be longer than 24 characters.

**Claim 1 after** - enter the number of days after a purchase order has been sent that a first reminder must be sent to suppliers in this country.

**Claim 2 after** - enter the number of days after a purchase order has been sent that a second reminder must be sent to suppliers in this country.

**Cancellation after** - enter the number of days after a purchase order has been sent that a cancellation notice must be sent to suppliers in this country.

After you have entered these details a survey screen will be displayed:

No	Code	Wording	1st claim	2nd claim	Cancellation	
1	B	BELGIUM	45	90		120
2	CAN	CANADA - NORTH AMERI	45	90		120
3	CZ	CZECH REPUBLIC	45	90		120
4	D	GERMANY	45	90		120
5	F	FRANCE	45	90		120
6	NL	NETHERLANDS	45	90		120
7	UK	UNITED KINGDOM	45	90		120

## Options on the screen

**New code** - use this option to input a new code; this has already been explained above.

**Correct data (+)** - select a code and click on this option to amend the description or limits entered.

**Delete code (+)** - select a code and click on this option to delete it.

- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
<b>1.0</b>	<b>unknown</b>	<b>Creation</b>	
<b>2.0</b>	<b>May 2006</b>	<b>Various revisions</b> <b>Delivered as part of build 17 set</b>	