User Guide

BLOUK EDI Order File Generator — Bloomsbury Publishing

What This Tool Does

This tool has two separate functions:

1. **EDI Order Files** — converts a subscription order spreadsheet into the fixed-width `.txt` format required by the TJClays POD Order Importer.
2. **XML Metadata Files** — converts a simple spreadsheet of journal titles into individual XML specification files, ready for use in production workflows.

Both functions are available from the same page. You can use either or both independently.

Before You Start

You will need the two Excel templates. If you don't already have them, download them directly from the app using the buttons in each panel:

- **Download Order Template** → saves `order_file.xlsx`
- **Download Metadata Template** → saves `metadata_template.xlsx`

Always use these files as your starting point. **Do not rename, reorder or add columns** — the app will reject any file that doesn't match the template exactly.

Part 1 — Generating an EDI Order File

Step 1 — Fill in the order template

Open `order_file.xlsx` and enter your subscription order data below the header row. One row per journal issue or line item.

The columns are:

Column	What to enter
Order Ref	Subscription or order reference number
ISSN	Journal ISSN
Journal/ Issue Title	Journal or issue title (for your reference — not written to the EDI file)
Volume Number	Volume number (for your reference only)
Volume Part	Volume part (for your reference only)
Year	Year (for your reference only)

Column	What to enter
Quantity	Number of copies ordered
Delivery Name	Name of the delivery contact
Delivery Company name	Company or institution name
Delivery address line 1	First line of the delivery address
Delivery address line 2	Second line of the delivery address
Delivery address line 3	Third line of the delivery address
Delivery Country	Country (2-letter or 3-letter ISO code, e.g. GB or GBR)
Post code	Delivery postcode
Telephone number	Contact telephone number
Email address	Contact email address

> **Tip:** Rows that share the same Order Ref, Delivery Company and Delivery Name are automatically combined into a single order with multiple line items. You don't need to do anything special — just enter the rows and the app handles the grouping.

Step 2 — Upload the file

Drag your completed spreadsheet onto the **Import Excel Data** upload zone, or click the zone to browse for the file.

If the file is accepted, you'll see a green confirmation message and your data will appear in the **Source Data** tab.

If the file is rejected, a red error panel will list exactly which columns don't match the template. Correct the file and try again.

Step 3 — Check settings (optional)

Click **File Settings** to expand the settings panel. You can change:

- **File ID / Batch Number** — update this for each new batch if required
- **Currency** — default is GBP
- **Payment Terms** — choose FCA (Free Carrier) or DAP (Delivered at Place)
- **Default Qty** — used as a fallback if any Quantity cells are blank

The **Order Number Start** field is set automatically — you don't need to touch it.

Step 4 — Generate the EDI file

Click **Generate EDI File**.

The app will switch to the **EDI Preview** tab, where you can see the generated file with colour-coded record types. The stats bar at the top shows the number of orders, line items and total records.

Step 5 — Download

Click **Download .txt** to save the file. The filename follows the format:

```
PO.{fileId}_{time}_({date}).txt
```

For example: PO.0027816_1423_(24-02-26).txt

This file is ready to submit to the BLOUK distribution system.

Clearing and starting again

Click **Clear Data** to reset everything and start a fresh upload.

Part 2 — Generating XML Metadata Files

Step 1 — Fill in the metadata template

Open metadata_template.xlsx and enter your journal data below the header row. One row per title.

The template has three columns:

Column	What to enter
ISSN	The 13-digit ISSN — numbers only, no spaces or hyphens
Title	The full journal or issue title
Page Extent	The total number of pages

Everything else — trim size, paper type, spine width, binding and lamination — is calculated automatically by the app.

Step 2 — Upload the file

Drag your completed spreadsheet onto the **Generate XML Metadata** upload zone, or click to browse.

The app checks two things:

- **Column structure** — the file must match the template exactly
- **ISSN format** — every ISSN must be exactly 13 digits with no spaces or hyphens

If either check fails, the file is rejected and a detailed error report is shown. Correct the issues listed and re-upload.

If the file is accepted, a green confirmation message shows how many rows were loaded.

Step 3 — Generate

Click **Generate XML & Download ZIP**.

Two files will download automatically:

- `metadata.zip` — contains one `.xml` file per row, named by ISSN (e.g. `9771472645051.xml`)
- `metadata_summary.txt` — a plain-text report listing every file generated, with all the calculated values shown

What the app calculates for you

Based on the Page Extent you enter, the app automatically determines:

Value	Rule
Paper Type	`Magno Matt 130 gsm` if Page Extent is 32 pages or fewer; `Magno Matt 90 gsm` if 33 pages or more
Spine Size	Calculated from the page extent and paper type, rounded to the nearest whole millimetre
Trim Height	Always 245 mm
Trim Width	Always 170 mm
Binding Style	Always Limp
Lamination	Always Matt

Clearing and starting again

Click **Clear** to reset the metadata panel and upload a new file.

Troubleshooting

The file was rejected — "Column mismatch" Your spreadsheet doesn't match the expected template. The error panel shows exactly which columns are wrong. The most common causes are:

- Renamed column headers
- Extra or missing columns
- Columns in the wrong order

Download a fresh copy of the template using the **Download** button in the relevant panel and re-enter your data.

The file was rejected — "Invalid ISSN" One or more ISSNs in your metadata spreadsheet don't meet the format requirements. The error panel lists the row number and the value that failed. ISSNs must be exactly 13 digits — remove any spaces, hyphens or other characters.

The download button doesn't appear You need to click **Generate EDI File** (or **Generate XML & Download ZIP**) before the download button becomes available. Uploading the file alone is not enough.

The template download button doesn't work The template files (`order_file.xlsx` and `metadata_template.xlsx`) must be present in the same folder as the application. Contact your system

administrator if they are missing.

The page looks wrong or features aren't working This app requires a modern browser. Use the latest version of Chrome, Edge or Firefox. Internet Explorer is not supported.

For technical documentation, field position references and development notes, see README.md.