



AGIIS – Ag Industry Identification System

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AGIIS - New Subscriber Setup Process Updated 07-21-2009

AgGateway emails the following information to the Directory Administrator:

1. The new subscriber's AGIIS Enrollment Form
2. The subscriber's billing tier
3. Authorized Vendor Agreement if applicable.

Using the information provided on the AGIIS Enrollment Form, the AGIIS Help Desk performs the following set-up processes:

1. Verify the Duns number with Dun & Bradstreet
2. Determine if the subscriber location is identified in AGIIS with an EBID
 - a. If no record exists, follow the established verification process to add the record to the database
3. Using the EBID, add a new subscriber record to AGIIS
 - a. Fill in the Notification Email addresses if the information was provided
 - b. Select the appropriate Subscriber Type from the drop down list
 - c. Assign the appropriate subscriber privileges
4. Set up the User records and grant privileges for the subscriber's
 - a. Primary Contact
 - b. Secondary Contact
 - c. Subscriber Administrator(s)
5. Set up the Subscriber's EBID Update Extract if requested
 - a. Create the appropriate FTP folders if necessary
 - b. Arrange for delivery by VAN if necessary
6. Set up the Subscriber's GLN Update Extract if requested
 - a. Create the appropriate FTP folders if necessary
7. Create FTP folders for GLN Bulk submissions and if necessary
 - a. Add Notification email address on the Subscriber profile for GLN Submission
8. Create FTP folders for Product Bulk submissions if necessary
 - a. Add Notification email address on the Subscriber profile for Product Import
9. Set up the Subscriber's GS1 prefix and Owned Location Contact if necessary
10. Follow same procedure to set up the subscriber, users and file processes in AGIIS Test
11. Send each new user a Welcome to AGIIS e-mail giving them their User Id/Password, information to locate AGIIS Help & Tutorials and an invitation to schedule an AGIIS training session
12. Record the new subscriber on the CSC Covansys AGIIS Subscriber List
13. Follow the billing procedure for AgGateway