



New Zinfonia Order and Quote Procedures

Overview

This document provides a brief overview of the new Zinfonia order and quote procedures from the perspective of the distributor. While in beta, the new features are only visible when you have selected the checkbox at <https://www.zinfonia.com/zBeta.aspx>



Note: the Beta changes are currently only available in English.

Once selected, the links alongside works are greatly simplified to include just 3 default options:

Add to My Catalogue – which is use to allow users to compile their own lists of works (and is the preferred way to order)

Request Materials – which is used to initiate an order

Ask a Question – which allows Zinfonia users to ask a question about a question about a specific work without placing an order.

Other links to external websites created by the publisher may also be included by the publisher (as can be seen in the first example below).

Peter Grimes [COMPLETE OPERA] op.33 (1945)
opera in 3 acts and a prologue
2(=picc).2(II=corA).2(II=Ebcl).2.dbn-4.2Ctpt.Dtpt.3.1-timp.perc(2):SD/TD/BD/tamb/tgl/cyms/susp_cym/gong/whip/xylo/rattle-cel-harp-strings

Offstage:tuba(taken from the orchestra)-bells-organ

Dance band: 2cl-perc:cym/SD/BD-solo_vln.solo_db

Boosey & Hawkes

142' + Add to My Catalogue

Request Materials

Purchase: Various

View: Full Score

Ask a Question

Peter Grimes. Church Scene

opera excerpt for soprano voice and orchestra

2.2.2.2-2.2.3.1-timp.perc:SD-harp-organ(ad_lib)-strings

Boosey & Hawkes

4'

+ Add to My Catalogue

Request Materials

Ask a Question

Clicking on the **Request Materials** option will take the users through a series of questions to ascertain the nature of their order and to gather all of the information required to fulfil then. **Note: for testing, you can use the test Zinfonia titles available here: <http://www.zinfonia.com/zShowWork.aspx?publisher=Zinfonia>**

Apart from simplifying and speeding up the order process, the new routines have the following benefits for Zinfonia customers:

- Provide greater explanation about the information being sought
- save their order preferences against multiple performing names (because many users of Zinfonia need to order for a variety of different performing groups)
- resume an incomplete order from the point it was interrupted
- quickly use existing performance details for requests for more than 1 work on the same program
- easily move forward (or backward) through the order process
- better control over the information that must be entered to avoid incorrect data entry

Some of the options of the new order process can also be configured by distributors using the new **Settings** option in the Publisher section of Zinfonia <https://www.zinfonia.com/zPubOrderSettings.aspx>

previous page

Publisher/Distributor Order Settings

admin sign out	Set Options	<input type="checkbox"/> No Parts FS # select
status		<input type="checkbox"/> Force Parts FS # select
publishers		<input type="checkbox"/> No Parts Strings # select
distribution		<input checked="" type="checkbox"/> Force Parts Strings # select
reports		<input type="checkbox"/> No Parts WBP # select
accounts	Delivery Options	<input type="text" value="2"/> Minimum Days to Send
settings		<input type="text" value="10"/> Priority Days
orders in		<input checked="" type="checkbox"/> No Delivery Pickup
attachments		<input checked="" type="checkbox"/> Saturday Delivery
terms and conditions		<input type="checkbox"/> Sunday Delivery
help	Other Options	<input checked="" type="checkbox"/> Tax Code Required
	PayPal Services	<input type="radio"/> No PayPal Services
		<input checked="" type="radio"/> Test PayPal Services
		<input type="radio"/> PayPal Services Active
		<input type="text" value=""/> Username
		<input type="text" value=""/> Password
		<input type="text" value=""/> Signature
		<input type="button" value="Save Options"/>

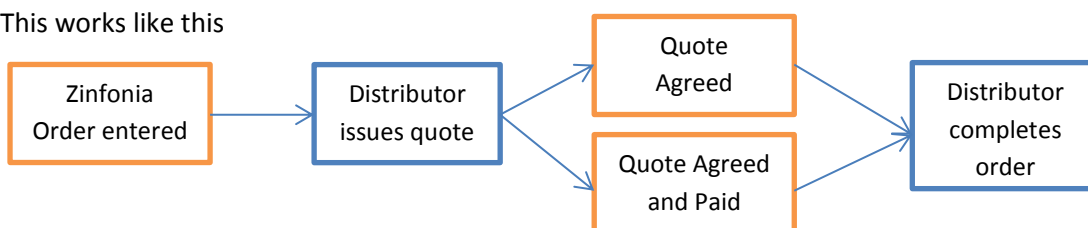
This screen allows you to specify how the order process collects information on your behalf. The **Set Options** section allows you to specify what Parts information is required to supply an order. The **Delivery Options** section allows you to specify the minimum number of days to send, or the number of days where a priority fee may apply as well as pickup and weekend delivery options. **Other Options** allow you to force the entry of a Tax Code and **PayPal services** allow you to enter information that will enable the direct collection of fees using your PayPal account (this is discussed in greater detail below).

More customisation will be introduced in the coming months.

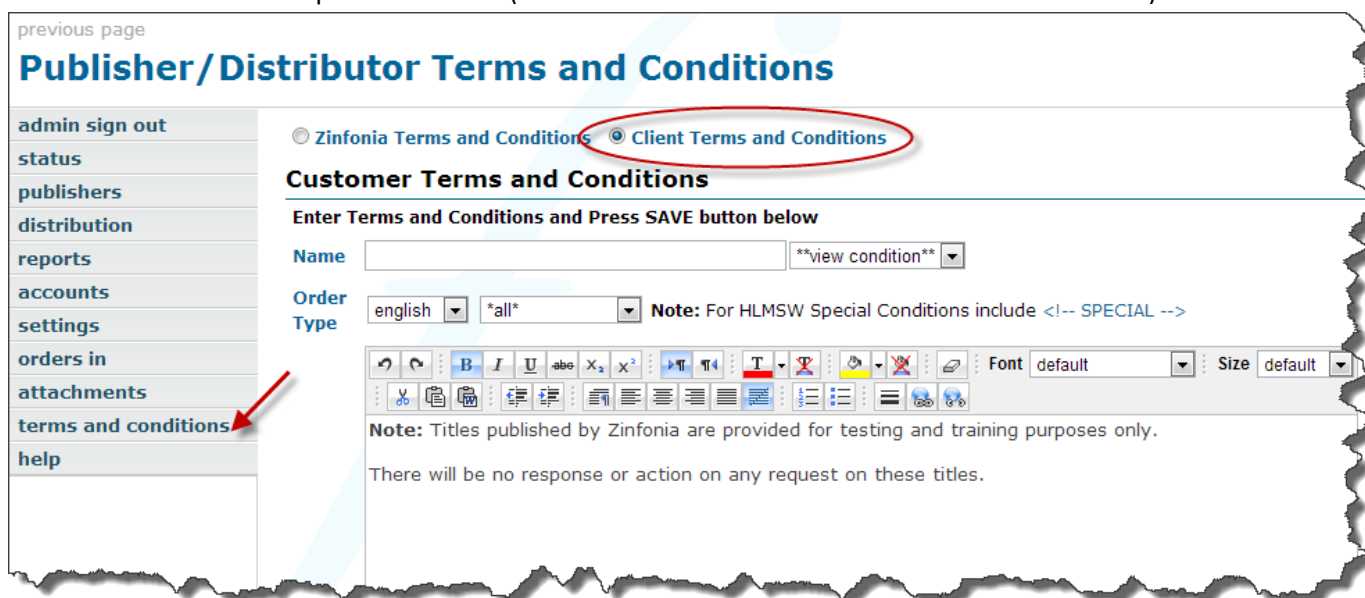
New Quoting Facility

Also with this release, comes the possibility of providing direct quotes to customers, and optionally obtaining payment directly into a nominated PayPal account. **Note: this option is only available to Zinfonia Connect publishers and not email-only distributors.**

This works like this



To use this facility, distributors must first enter some basic Quote Terms and Conditions via the **Terms and Conditions** section of the publisher menu (click on the *Client Terms and Conditions* radio button).



All T&C's are referenced by a name, but are associated with a language and order type (eg performance, recording ballet opera etc). There is no limit to the number of different T&C you use. For quotes that are created in Zinfonia, you can edit the text before sending it to the customer. For HLMSW users the <!--SPECIAL --> tag can be used to insert customised text to an existing T&C.

Once the T&C are created, a Quote is created by selecting the **orders in** option and using the buttons displayed alongside the orders (HLMSW users a direct method which will be introduced in the next version of HLMSW, and until this is available, can use this feature).

previous page

Publisher Orders

- admin sign out
- status
- publishers
- distribution
- reports
- accounts
- settings
- orders in
- attachments
- terms and conditions
- help

Order #

Composer

Title

Company

Your ID

Submitted

Order Type

Status

Performance/s

Attachment/s

Results per Page

Mark ALL as Re

Note: Only orders sent to Zinfonia [AU] will be displayed here. Click here to view ALL orders

Order # Created	Work Company	Status
? 104317 27/11/2013 4:30 PM	Various Just Testing II/Im Test/Juste pour essai/Solo per pro BTM Innovation Pty Ltd (Peter Grimshaw) Test Question: This ...	Request Submitted Custom Message
104316 27/11/2013 1:52 PM	Various Just Testing II/Im Test/Juste pour essai/Solo per pro BTM Innovation Pty Ltd (Peter Grimshaw) Test	Request Submitted Custom Message
? 104082 10/11/2013	Various Just Testing II/Im Test/Juste pour essai/Solo per pro BTM Innovation Pty Ltd (Peter Grimshaw)	Demonstration Order Custom Message

Here you can create quotes or edit existing ones using the buttons provided.

When clicked the Quote Screen is displayed where you can select the Terms and Conditions, edit the text, enter the validity and the Amount to Pay. The PayPal options are only visible if the connection to PayPal has been established.

previous page

Quote for Transaction #104317

- admin sign out
- status
- publishers
- distribution
- reports
- accounts
- settings
- orders in
- attachments
- terms and conditions
- help

T&C

Text

Note: Titles published by Zinfonia are provided for testing and training purposes only.

This option is not currently available

Valid for days

Amount 0.00

Use Paypal to Collect Fees

To Pay 0.00

Save as default

Once a quote has been created, the user is notified, and a button is displayed

previous page

My Orders

my account
change password
my catalogue (7)
my orders
help

Order #

Composer

Title

Distributor

Your Reference

Submitted

Order Type

Status

Performance/s

Attachment/s

Results per Page

Order #	Work	Status
Created	Distributor	
104317	Various <i>Just Testing II/Im Test/Juste pour essai/Solo per pro</i>	Request Submitted
27/11/2013	Zinfonia	
4:30 PM	Test Question: This ... click for more	
104316	Various <i>Just Testing II/Im Test/Juste pour essai/Solo per pro</i>	Request Submitted
27/11/2013	Zinfonia	<input type="button" value="View and Accept Quote"/>
1:52 PM	Test click for more	

Using PayPal to collect fees.

All Zinfonia Connect publishers have the option to collect fees directly from customers paid directly into a PayPal account you nominate. To enable this facility you must:

1. Have a merchant-enabled PayPal account
2. Log into your Paypal Account
3. Go to the Applications section of the Developer Portal
<https://developer.paypal.com/webapps/developer/applications/myapps>
4. Click on the Create App button

PayPal Developer

Peter Grimshaw Log out

Documentation Applications Dashboard Support

Search

Applications

My apps

Account eligibility

Sandbox accounts

To

My REST apps

REST API apps

Create an app to receive REST API credentials for testing and live transactions.

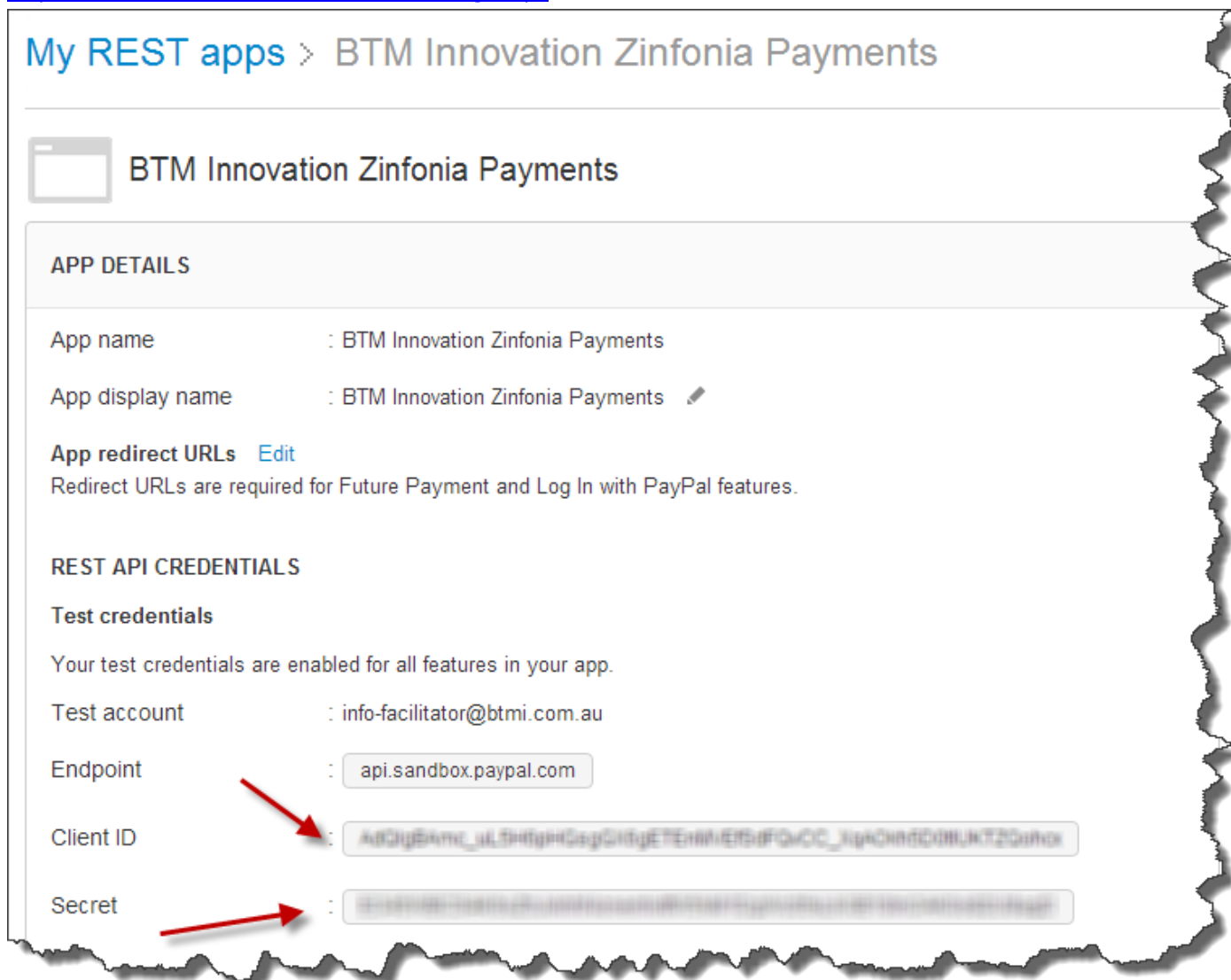
Note Features available for live transactions are listed in your [account eligibility](#).

App name

5. Enter the name of the application eg: **Zinfonia Payment Portal** (the Sandbox developer account can be left as is).

6. Copy the **Client ID** and **Secret** information from the **REST API CREDENTIALS** section (Initially we will use the Test Credentials, the live credentials will come later) into Zinfonia publisher settings menu

<https://www.zinfonia.com/zPubOrderSettings.aspx>




The screenshot shows the 'My REST apps' management interface. The selected app is 'BTM Innovation Zinfonia Payments'. The page is divided into two main sections: 'APP DETAILS' and 'REST API CREDENTIALS'. Under 'APP DETAILS', the app name and display name are both 'BTM Innovation Zinfonia Payments'. There is an 'App redirect URLs' section with an 'Edit' link and a note that redirect URLs are required for certain features. The 'REST API CREDENTIALS' section includes 'Test credentials' which are enabled for all features. It lists the test account as 'info-facilitator@btmi.com.au', the endpoint as 'api.sandbox.paypal.com', and provides fields for the 'Client ID' and 'Secret'. Two red arrows point to the Client ID and Secret fields, indicating where the information should be copied.

My REST apps > BTM Innovation Zinfonia Payments

BTM Innovation Zinfonia Payments

APP DETAILS

App name : BTM Innovation Zinfonia Payments

App display name : BTM Innovation Zinfonia Payments 

App redirect URLs [Edit](#)
Redirect URLs are required for Future Payment and Log In with PayPal features.

REST API CREDENTIALS

Test credentials

Your test credentials are enabled for all features in your app.

Test account : info-facilitator@btmi.com.au

Endpoint :

Client ID :

Secret :

previous page

Publisher/Distributor Order Settings

- admin sign out
- status
- publishers
- distribution
- reports
- accounts
- settings
- orders in
- quote
- attachments
- terms and conditions
- help

Set Options

- No Parts FS # select
- Force Parts FS # select
- No Parts Strings # select
- Force Parts Strings # select
- No Parts WBP # select

Delivery Options

- Minimum Days to Send
- Priority Days
- No Delivery Pickup
- Saturday Delivery
- Sunday Delivery

Other Options

- Tax Code Required
- Collect Annual Budget info for new Accounts (US/CA Only)

PayPal Services

- No PayPal Services
- Test PayPal Services
- PayPal Services Active

* Username

REST API Client ID

REST API Secret

Save Options

7. Make sure you select either **the Test PayPal Services** or **PayPal Services Active** option based on whether or not you are using live credentials

To use the Test PayPal services you must use a special Paypal account to make purchases (contact BTMI for details).

Once this information is entered, by entering an amount to Pay in a quote, the customer is prompted to pay the amount provided (which could be either the full amount or a deposit), and as soon as that payment is complete, the publisher is notified so that the order may be completed.

Accept and Pay Quote #9000003

- my account
- change password
- my catalogue (14)
- my orders (1)
- my groups
- help

Description	Amount	
Zinfonia Quote #9000003: Zinfonia		
Non-refundable Deposit	1.00	AUD
TOTAL	1.00	AUD

Click button below to accept quote and pay the amount required by the distributor



We use PayPal as our payment provider (you do NOT need a PayPal account - they accept the most popular Credit Cards) **Note: Your payment will processed by the distributor directly**



Review Your Purchase - PayPal - Google Chrome

PayPal, Inc. [US] https://www.sandbox.paypal.com/webap

Peter Grimshaw [Log out](#)

You are about to buy

Peter Grimshaw's Test Store

Qty	Description	Amount
1	Non-refundable Depo	\$1.00 AUD
Total:		\$1.00 AUD (equals - \$0.95 USD)

PayPal conversion rate as of November 29, 2013
1 USD = 1.05419 AUD

PayPal will use:
My PayPal balance

View [PayPal policies](#)

[Cancel](#)

PayPal protects your privacy and security. [?]

account for publishers help

PayPal

Log in to your PayPal account to complete this purchase.

New to PayPal?

[Sign up](#) and buy in a few easy steps.
Or [buy as a guest](#)

VISA MasterCard DISCOVER

We would love to hear your comments about the new facilities.

Peter Grimshaw
30 July 2014