

3.2 ORDERING SERIALS

There are different order types for ordering serials from a supplier:

- annual order
- standing order
- monographic series order

The procedure for ordering material includes:

- preparing an order
- submitting and sending an order

You can order one or more serial titles from a supplier. You can change the supplier's default mailing address before submitting and sending the order.

3.2.1 Preparing an order

When preparing an order, first specify the general data about the order and then the data on single order items. For each item, specify the order type (annual order, standing order, monographic series order), enter the price and define copies and funds. Afterwards, the item totals and the order total will be automatically calculated.

Orders are prepared in the **Order** class.

Precondition

Details about the supplier must be recorded in the database of partners, with the following role marked: *Supplier (S)*.

Procedure

1. Highlight the **Order** class.
2. Select the **Class / New object** method.
The **Order** editor will open.
3. Enter general data about the order (see chapter 3.2.1.1).
4. Enter order item(s) (see chapter 3.2.1.2).
5. Click the **Total amount** tab.

The total of the order is calculated automatically, at the same time as you enter prices for order items (see also chapter 3.2.1.2.4).

6. Save the data.

A number, which cannot be changed, will be assigned to the order. Orders are numbered automatically, in compliance with the setting of the counter for orders (see chapter 10.3).

Status after preparing an order

Order

- *entered*

Order item

- *order prepared*

Copy

- *order prepared*

What to do next

The prepared order is then submitted and sent to the supplier.

3.2.1.1 Entering general data

Enter general data about the order in the **Order** editor.

Procedure

1. Define the supplier.

Click the **Supplier** button. The button forms a link to the **Partner** class, where partners with the role of suppliers of serials are also specified. The **Search – Partner** search window will open. Find and select the supplier.

**Tip:**

When entering an order, specify the supplier first. Some data is transferred to the order and to order items only if the supplier has already been specified.

By selecting the supplier, the mailing address is also specified. If only home office data has been entered for this supplier, the mailing address is the same as the home office address.

If a department or contact person has been entered for this supplier, the department or contact person will appear on the order. The order will be sent to the relevant department or contact person.

If several departments or contact persons have been entered for this supplier, a window with a list will open, from where you can choose the department or contact person. If you do not choose any department or contact person, the home office address will be used as the mailing address.

The default data about the mailing address can be changed (see chapter 3.8.5).

**Tip:**

If you know the supplier symbol, department symbol or contact person symbol, click the icon  to define the supplier and mailing address.

2. By selecting the supplier and mailing address, the default sending method is defined as the "Sending method". The value can be changed.

The selected value defines the form of the order and method of sending it to the supplier.



Example:

If you wish to send an order to the supplier via e-mail, select *e-mail* for the "Sending method".

3. By selecting the supplier, the default language, in which the document will be written, will be used as "Language". You can change the value.

The selected value defines the language of the order.

4. Enter the number and date of a reference document.
5. To enter an internal note, which will not appear on the order, click the **Note** button.

Enter the text into the text entry window and save it.

6. To enter the note that should appear on the order, click the **Order note** button.

Enter the text into the text entry window and save it.

3.2.1.2 Entering an item

Enter order item data in the **Order item** editor.

You can enter an order item either while or before preparing an order (see chapter 3.1).

Procedure

1. In the **Order** editor, click the **New object** button.

The **Search – Bibliographic record** search window will open.

2. Find and select the bibliographic record.

If the record does not exist in the local database, you can download it from the shared bibliographic database (see chapter 2.1.1).

If the record does not exist in the local database and you do not intend to download it from the shared database, close the search window by clicking the **Close** button. The **Material** editor will open, where you can enter bibliographic data (see chapter 2.2).

3. To enter an order item, click the **New object** button in the **Material** editor.

The **Order item** editor will open.

Bibliographic data on the material can only be viewed. You cannot change it.

4. The supplier, defined when preparing the order, will appear under the "Supplier symbol".

If the order has not been prepared, enter the supplier symbol yourself.

5. Enter supplier's material identification number, e.g. catalogue number.
6. Under "Type", select one of the following values, depending on the order type: *standing order*, *annual order*, *monographic series order*.
The value that you choose for the first order item will be automatically transferred to other order items as you enter them.
7. Enter the year to which the order refers.
The next year will be offered automatically.
8. Under "Order valid from" and "Order valid to", enter the order validity period.
The next year will be offered automatically.
9. Enter the date when you expect to receive the first issue. When submitting the order, this date will be transferred to the publication pattern.
10. When the same title is ordered on other media as well, you can enter the related ISSN's.
Click the **Related ISSN's** button. Enter the ISSN's and save the data.
11. Define the medium by selecting the appropriate value from the code list.
12. Enter the priority of the request according to internal arrangements within the library.
13. Define the claim data for undelivered issues.
Under "Claim time limit (days)" appears the default value that was defined when entering the details about the supplier. This indicates how long the dates of the expected receipt of issues may be delayed, in view of the publication pattern. The default value can be changed.
14. If you do not want holdings data to be recorded for the material for which you are preparing the order item, deselect the "Create field 997" check box. Deselect this check box also when a field 997 for a certain serial already exists in the database, and you want to subsequently prepare an order for this serial. When submitting the order, field(s) 997 will not be created for this order item.
15. If you do not want the order item to appear on the order, deselect the "Print out on the Order form" check box.
16. To enter a note that should appear on the order under the item, click the **Order note** button.
Enter the text into the text entry window and save it.
17. To enter an internal note, which will not appear on the order, click the **Note** button.
Enter the text into the text entry window and save it.
18. To enter a note that should appear on the claim for undelivered issues under the item, click the **Claim note** button.
Enter the text into the text entry window and save it.

19. If you want to check financial situation in individual funds, click the **Funds situation** button. A list of funds will open.
20. Define copies, funds and percentages of financing (see chapter 3.2.1.2.1).
The sum of all copies entered will automatically appear under the "Number of copies".
21. Click the **Requested by** tab and specify the requestor (see chapter 3.2.1.2.2).
22. Define possible dependent items of the order item (see chapter 3.2.1.2.3).
23. Click the **Price** tab and specify the item amount (see chapter 3.2.1.2.4).
24. Check and edit the data in field 998. Open the field 998 editor by clicking the **Field 998** button. Editing data in field 998 is described in the *COBISS3/Holdings User Manual* (see chapter 4).
25. Save the data.

Options

When you start entering orders in the COBISS3/Serials module, you can create items, when entering an order for a certain supplier, also on the basis of the data on the ordered serials recorded in fields 997. Under the order, select the **Object / Add items via fields 997** method. The search window will open, where you can find and select fields 997, which you wish to use to add order items. An order item created in this way includes the data on the serial and number of copies ordered for individual library departments.

3.2.1.2.1 Entering copies and funds

In the copies table, enter data on copies, funds and percentages of financing. You can enter the data yourself, or you can define the data by using the prepared item template(s).

Procedure

1. In the item editor, click the **Copies table** button.

A table will open, where each row represents the data for one copy. Above the table, the total number of copies and the number of copies by individual departments are displayed.



Tip:

The fastest way to create an order item is by using a prepared item template. Click the **Apply template** button and select an item template (it is possible to select several templates simultaneously).

2. To enter a row for a copy, click the **Insert row** button.

A window will open, where you can define the number of rows that you wish to insert. You can either insert a blank row or copy a row.

3. Select the relevant values from the drop-down lists under "Location", "Shelving location" and "Purpose of acquisition".

- Specify the fund(s) that will be used to pay for the ordered material. Only active fund(s) can be selected.



Note:

When a home library performs services for a certain faculty, it must, when entering an order, always define the fund under which the relevant faculty is entered as a financier. In this way, the address of this faculty will appear as the invoice recipient's address on the documents in the COBISS3/Serials module.

- Enter the percentage of financing for the selected funds.
Total percentage of funding must equal 100 for each copy.
- To enter the data on the next copy, repeat steps 2 to 5.
- Save the data.

The copy number and status are defined automatically in the copies table.



Note:

Specify funds and percentages of financing only when purchasing material.

3.2.1.2.2 Defining a requestor

Enter one or more requestors and the method of notification for the received material.

Procedure

- In the item editor, click the **Requested by** tab and then the **New object** button.
The **Requested by** window will open.
- Click the **Member** button.
The **Search – Member** search window will open.
- Find and select the member.
- Tick the "Send notification" check box if you want to notify the requestor about the receipt of the material that has been requested.
- Under "Sending method", select the form of notification and sending method.

The sending date will be automatically recorded when you submit and send the notification about received material.

3.2.1.2.3 Defining dependent items

Items entered under a single order can be interrelated, which means that, by ordering one serial, you receive other publications without having to order them separately. In order to keep clear records, you can enter these publications as order items. For each item you can define whether it should appear on the order or not.

You can view dependent items under individual order items, in the part of the window containing relationships.

Procedure

1. In the **Order item** editor, click the **Dependent items** tab and then the **Add** button.

The **List** window will open, where you select the order items that you wish to be linked.

2. In the "Unselected" list, highlight the item you wish to add to dependent items, and move it to the "Selected" list, using the **Add** button.
3. Click the **OK** button.

3.2.1.2.4 Amount calculation and conversion of foreign prices

Click the **Price** tab in the item editor and enter the following data:

- price per unit
- discount rate (percentage)
- tax rate, by selecting the relevant value from a drop-down list of tax rates; for a library under another tax system, IZUM sets up a code list of tax rates in the configuration file
- foreign price per unit, by selecting the relevant currency from the currency list
- price note

The following amounts for the item are calculated:

- value before VAT and discount = number of copies X price per unit
- discount = value before VAT and discount X discount rate
- tax base = value before VAT and discount – discount
- VAT = tax base X tax rate
- amount = tax base + VAT
- amount per unit = amount : number of copies

The total of the acquisition document is the sum of the item amounts:

- value before VAT and discount
- discount
- VAT
- total
- foreign amount if the same currency has been selected for all items

In the editors **Order** and **Invoice** and in the editors **Order item** and **Invoice item**, you can view the advance paid (either in domestic or foreign currency).

In the **Invoice** editor, you can enter the amount of overpayments (in domestic or foreign currency) that you wish to use when paying the invoice. Based on this, the following amounts will be calculated:

- amount due if the total is bigger than the advance and overpayment amounts
- credit balance if the total is smaller than the advance and overpayment amounts

The remaining credit balance is added to the overpayment of the supplier.

In the VAT structure, the following data is shown for each of the tax rates:

- VAT rate
- tax base
- VAT

In the editors for acquisition documents, it is possible *to convert foreign prices into domestic currency*.

Procedure

1. In the editor for acquisition documents, click the **Convert to domestic currency** button.
2. Enter the exchange rate in the window for conversion to domestic currency.
3. Enter the date of the exchange rate.
4. Tick the "Convert to domestic curr." check box.
5. Click the **OK** button.

3.2.2 Adding an item to an order

On the prepared or new order, you can place an entered order item.

Precondition

The order item must have the status *entered*.

Procedure

1. In the **Order item** class, find and select the order item.
2. Select the **Object / Add to order/Transfer to another order** method.
The **Search – Order** search window will open, where you can choose only from entered orders. If you have specified the supplier for the item, the search will be narrowed down to orders for the selected supplier. You can change the search criteria.
3. Find and select the order you wish to add the item to. If you wish to add the item to a new order, close the search window by clicking the **Close** button.
The item will be added to the selected order, for which the **Order** editor will open.
4. Continue the order preparation procedure (see chapter 3.2.1).

3.2.3 Preparing an order on the basis of the material

The order preparation procedure can be started for the material that has been placed on the workspace first. For the material, prepare an order item, which can be added either to a prepared or to a new order.

Procedure

1. In the **Material** class, find and select the material.
2. Select the **Object / Create order** method.

The **Search – Order** search window will open.

3. Find and select the order. If you wish to prepare a new order, close the search window by clicking the **Close** button.

The item will be prepared and added to the selected order, for which the **Order** editor will open.

4. Continue the order preparation procedure (see chapter 3.2.1).

3.2.4 Transferring an item to another order

An order item can be transferred from a prepared order to either another prepared order or to a new order.

Precondition

The status of the order item must be *order prepared*.

Procedure

1. In the **Order** class, find and select the order.
2. In the list of objects linked to the order, select the item that you wish to transfer. You can select one or more items simultaneously.
3. Select the **Object / Add to order/Transfer to another order** method.

The **Search – Order** search window will open, where you can choose only from entered orders. If you have specified the supplier for the item, the search will be narrowed down to orders for the selected supplier. You can change the search criteria.

4. Find and select the order you wish to add the item to. If you wish to add the item to a new order, close the search window by clicking the **Close** button.

The item will be added to the selected order, for which the **Order** editor will open.

5. Continue the order preparation procedure (see chapter 3.2.1).

3.2.5 Viewing the amounts of unsubmitted orders by funds

You can view the value apportioned by funds for all the entered orders that have not been submitted and sent to suppliers.

Procedure

1. Select the **Order** class and select the **Class / Show the order amounts by funds** method.

The **Search – Order** search window will open.

2. Find and select the order for which you would like to prepare an overview. Unsubmitted orders have the status *entered*.

A window will open where the amount available and the amount tied to unsubmitted orders can be viewed for each fund. A list of numbers and amounts of unsubmitted orders follows. A window will open where the amount available and the amount tied to unsubmitted orders can be viewed for each fund. A list of numbers and amounts of unsubmitted orders follows.

3.2.6 Deleting an order

You can delete an order and order items until you submit and send the order to the supplier.

Precondition

You can only delete orders that have the status *entered*. Delete the order items before deleting the order.

Procedure

1. In the **Order** class, find and select the order.

2. Select the **Object / Edit** method.

The **Order** editor will open.

3. Highlight the item and click the **Delete** button.

The item will be deleted from the order.



Note:

If you delete an item from an order, this does not mean that the item will be deleted from the database as well. For deleting an item from the database see chapter 3.1.2.

In the configuration file, a parameter can be set, which allows deletion of an item from the database when deleting it from an order.

4. Repeat step 3 for all order items.
5. Save the order, which contains no items now.

6. Select the **Object / Delete** method.

**Status after deleting
an order**

Order item

- *entered*

Copy

- *entered*

3.2.7 Submitting and sending an order

When submitting an order, the current date becomes automatically recorded as the order submission date first. Then, depending on the selected sending method, the order is either printed out or sent to the supplier by e-mail.

If you order several copies of one serial and you wish the supplier to send the copies to different addresses of departments, you can select an order report form, when sending the order, by using either the **Object / Print** method or the **Object / Send** method. You can choose from:

- order report by items, with copies and departments being printed out under individual items
- order report by departments, items are summarised by departments

When submitting and sending an order, the default report form is *Order of serials by item*. You must enter the addresses of departments when you enter the information about the home library. The *COBISS3/Application Administration User Manual* deals with entering the information about the home library (see chapter 2).

For each item, as many fields 997 as is the number of copies under this item (i.e. under serial title) will be created when submitting an order. Field 998 will also be created if it has not been created before.



Note:

If a number of copies entered manually into subfield 998c in element 7 differs from 0, you cannot submit the order containing the serial. If you wish to order this serial, you must first enter the number 0 into subfield 998c in element 7.

A publication pattern for the order item and for corresponding fields 997 will be created.

Precondition

The supplier and mailing address have been specified for the order. Order items have been entered.

Procedure

1. In the **Order** class, find and select the order.
2. Select the **Object / Submit and send** method.

A window will open asking if you wish to sort order items by the alphabetical order of serial titles.

3. If you wish to re-sort order items, click the **Yes** button. If you wish to preserve the order of items as it is, click the **No** button.

Under "Submitted", the current date will be registered.

The **Overview and sending of created report** window will open, from where you send the order to predefined or changed destinations. In the *COBISS3 Basic Guidelines User Manual* you can find how to send a report (see chapter 4.5).

A new field 997 with the following data will be prepared for each ordered copy:

- the binding indicator will have the value 0 – *Unbound issues*
- the shelving indicator will have the value compliant with the parameter set in the library's configuration file
- to "Sublocation (d\l)", the library department ID will be transferred
- to "Shelving location (d\i)", the shelving location will be transferred
- "Status (q)" will get the value 1 – *ordered*
- to "Status date (t)", the submission date will be transferred
- "Acquisition type (v)" will get the value a – *purchase*
- to "Purpose of acquisition (w)", the purpose of acquisition will be transferred
- to "Order (x)", the order number and date will be transferred
- to "Supplier (2)", the supplier symbol will be transferred

In addition to that, a field 998 with the following data will also be prepared:

- the shelving indicator will have the value compliant with the parameter set in the library's configuration file
- to "Report date (a)", the current date will be transferred
- to "Institution code (b)", the home library code will be transferred
- under "Number of copies (c)", all elements will be filled up automatically
- "Acquisition indicator (e)" will get the value o – *currently received*
- "General d. (g)" in element c will get the value 0 – *(zero) information not available*
- to "Year (k)", the year of subscription will be transferred; the year is followed by "-"

**Status after
submitting and
sending an order**

If field 998 existed before, you must change the data manually.

Order

- *submitted*

Order item

- *ordered*

Copy

- *ordered*

Publication pattern

- *in preparation*

Field 997

- *1 – ordered*

Options

You can submit all prepared orders simultaneously. Highlight the **Order** class and select the **Class / Submit and send** method. From the list, select the orders that you wish to submit and send.

If address of the department in which a copy of the serial will be located is different from the address of the department where you wish to receive the copy, the recipient department can be displayed on the order report instead of the first department. This type of report is enabled by a special parameter in the configuration file. The recipient library department ID must be entered into the appropriate subfield *997n – Note* in the following format: **< recipient_department_ID >*. If there are several notes in the field 997 (several subfields *997n*), you must enter the recipient department ID into the last subfield *997n*. For standing orders, where there can be several fields 997 for a copy, you must enter the recipient department ID into the last field 997.

What to do next

After having received the first issue of the serial subscribed to, accession the volume, edit the publication pattern and register the receipt of the issue.

3.2.8 Changing an order validity date

If, for a certain serial, the supplier extends the order validity date, you change, under the order item, the date to which the order is valid.

Procedure

1. In the **Order item** class, find and select the order item.
2. Select the **Object / Edit** method.
3. Change the date under "Order valid to".
4. Save the data.

3.2.9 Adding an item for supplement

When you receive a supplement, e.g. special issue, index, other supplements, which you wish to be processed separately in the holdings data (separate field

997), you add a new order item to the submitted order; as a result, an additional field 997 will be created.

Precondition

The order status must be *submitted*. The status of the list of unsolicited publications must be *entry closed*.

Procedure

1. Find and select either the order in the **Order** class or the list in the **List of unsolicited publications** class.
2. Select the item in the list of objects linked to the acquisition document.
3. Select the **Object / Copy item for supplement** method.
The **Search – Bibliographic record** window will open.
4. Find and select the bibliographic record for the serial supplement.

An item with the same apportionment of copies as the main item will be added to the order or the list of unsolicited publications. The price of the main item will not be copied to this additional item.

3.2.10 Linking an item to a field 997

You can link an order item to a field 997. You do this when a field 997 has already been entered for the serial in the database, and you wish to subsequently prepare an order for this serial.

When preparing an order, deselect the check box in the order item, under the "Create field 997" attribute, to disable the creation of a field 997. When submitting an order, fields 997 will not be created for this serial.

Precondition

The order item status must be *ordered*.

Procedure

1. Find and select either the order in the **Order** class or the list in the **List of unsolicited publications** class.
2. Select the item in the list of objects linked to the acquisition document.
3. Select the **Object / Link to the existing field 997** method.
The list of fields 997 will open.
4. Select the field 997.

The list of copies will open. Select the copy. The field 997 will be linked to the selected copy.

The list of copies will not open if:

- only one copy under the item is not linked to the field 997; if that is so, this copy will become linked to the field 997
- all copies under the item are already linked to the field 997; if that is so, a window will open asking if you wish a new copy under the item to be added for the selected field 997; to add a new copy, click

the **Yes** button

3.2.11 Ordering a monographic series

You can prepare a monographic series order in the COBISS3/Serials module whereas you order, receive and pay single monographic series items in the COBISS3/Acquisitions module.

When creating a monographic series order, you must, under the order item, select *monographic series order* as the order type. Apart from that, the procedure for ordering a monographic series does not differ from the procedures for preparing standing and annual orders of serials.

When preparing an order of single monographic series items, the relationship with the monographic series order is established in the COBISS3/Acquisitions module; as a result, in the COBISS3/Serials, an overview of procedures for ordering, receiving and paying single items, which are performed in the COBISS3/Acquisitions, is possible.