

## A.1 PURCHASE

The overview of basic purchase procedures and statuses is presented in the table below.

**Table A.1-1: Purchase**

<b>CLASSES</b> <b>PROCEDURES</b>	<b>Order</b> <i>O</i>	<b>Order item</b> <i>OI</i>	<b>Order cancellation</b> <i>OC</i>	<b>Delivery note</b> <i>DN</i>	<b>Delivery note/invoice item</b> <i>RI</i>	<b>Copy</b> <i>Pc</i>	<b>Field 996</b> <i>H</i>
1) <b>Entering a request</b> <i>(Mt)</i>		<i>entered</i>				<i>entered</i>	
2) <b>Approving a request</b> <i>(OI)</i>		<i>request approved</i>				<i>request approved</i>	
3) <b>Deleting a request</b> <i>(Mt)</i>		gets deleted from database					
4) <b>Rejecting a request and other changes of its status</b> <i>(OI)</i>		<i>request rejected</i> or <i>entered</i> or <i>request approved</i> or <i>desideratum</i>				<i>request rejected</i> or <i>entered</i> or <i>request approved</i> or <i>desideratum</i>	
5) <b>Preparing an order</b> <i>(O)</i>	<i>entered</i>	<i>order prepared</i>				<i>order prepared</i>	
6) <b>Deleting an order</b> <i>(O)</i>	gets deleted from database	<i>entered</i>				<i>entered</i>	
7) <b>Submitting and sending an order</b> <i>(O)</i>	<i>submitted</i> Receipt status = <i>expected</i>	<i>ordered</i>				<i>ordered</i>	<i>1 – ordered</i>
8) <b>Closing the receipt of a multi-volume monograph</b> <i>(OI)</i>		<i>received</i>				<i>received</i>	

<b>CLASSES</b> <b>PROCEDURES</b>	<b>Order</b> <i>O</i>	<b>Order item</b> <i>OI</i>	<b>Order cancellation</b> <i>OC</i>	<b>Delivery note</b> <i>DN</i>	<b>Delivery note/invoice item</b> <i>RI</i>	<b>Copy</b> <i>Pc</i>	<b>Field 996</b> <i>H</i>
<b>9) Changing the order item status</b> <b>(OI)</b>		<i>ordered</i>				<i>in process</i>	
<b>10) Preparing an order cancellation</b> <b>(O)</b>	<i>cancelled</i>	<i>cancelled</i>	<i>entered</i>			<i>cancelled</i>	gets deleted from database
<b>11) Preparing an order item cancellation</b> <b>(OI)</b>	<i>partially cancelled</i>	<i>cancelled or ordered</i>	<i>entered</i>			<i>cancelled or ordered</i>	gets deleted from database
<b>12) Transferring item to another order (re-routing an order)</b> <b>(OI)</b>	Original order = <i>partially cancelled</i> New order = <i>entered</i>	Original order item = <i>cancelled</i> New order item = <i>order prepared</i>	<i>entered</i>			Copy on the original order = <i>cancelled</i> Copy on the new order = <i>order prepared</i>	
<b>13) Transferring items to another cancellation</b> <b>(OC)</b>			<i>entered</i>				
<b>14) Revoking an order item cancellation</b> <b>(OI)</b>	<i>submitted or partially cancelled</i>	<i>ordered</i>				<i>ordered</i>	
<b>15) Entering the data about sold out material</b> <b>(OI)</b>		<i>sold out</i>					
<b>16) Submitting and sending an order cancellation</b> <b>(OC)</b>	<i>cancelled or partially cancelled</i>	<i>cancellation submitted or ordered</i>	<i>submitted</i>			<i>cancelled or ordered</i>	
<b>17) Entering a delivery note</b> <b>(O)</b>	<i>submitted</i> Receipt status = <i>expected</i>	<i>ordered</i>		<i>entered</i> Payment status = <i>invoice not received</i>	Receipt status = <i>entered</i>	<i>in process</i>	

<b>CLASSES</b> <b>PROCEDURES</b>	<b>Order</b> <i>O</i>	<b>Order item</b> <i>OI</i>	<b>Order cancellation</b> <i>OC</i>	<b>Delivery note</b> <i>DN</i>	<b>Delivery note/invoice item</b> <i>RI</i>	<b>Copy</b> <i>Pc</i>	<b>Field 996</b> <i>H</i>
<b>18) Deleting a delivery note (DN)</b>	<i>submitted</i> Receipt status = <i>expected</i>	<i>ordered</i>		gets deleted from database		<i>ordered</i>	
<b>19) Closing a delivery note (DN)</b>	<i>closed</i> or <i>submitted</i> Receipt status = <i>received</i> or <i>expected</i>	<i>received</i> or <i>ordered</i>		<i>closed</i> Payment status = <i>invoice not received</i>	Receipt status = <i>received</i> + Status – Exchange = <i>available for exchange</i> <sup>1</sup>	<i>entered</i> or <i>in process</i>	2 – <i>in process</i>
<b>20) Closing a delivery note item (RI)</b>	<i>closed</i> or <i>submitted</i> Receipt status = <i>received</i> or <i>expected</i>	<i>received</i> or <i>ordered</i>		<i>entered</i> or <i>closed</i> Payment status = <i>invoice not received</i>	Receipt status = <i>received</i> + Status – Exchange = <i>available for exchange</i> <sup>1</sup>	<i>received</i> or <i>in process</i>	2 – <i>in process</i>
<b>21) Deleting receipt under a delivery note item (RI)</b>	<i>submitted</i> Receipt status = <i>expected</i>	<i>ordered</i>		<i>entered</i> Payment status = <i>invoice not received</i>	Receipt status = <i>entered</i>	<i>in process</i> or <i>received</i>	1 – <i>ordered</i>

<sup>1</sup> Status is set if *exchange* is specified as the purpose of acquisition.