

С.3 ОБРАЗЦИ ЗА ИЗХОДИ

В модула COBISS3/Набавяне може да се създават изходи. Тези образци са подготвени на английски език, във формат на писмо или факс за разпечатване. Изходите може да се подготвят и във формат, подходящ за изпращане по електронна поща (този формат не може да се използва само за съпроводителни списъци на пратки от материали, разпределения между отделите и етикети с адреси на партньори).

Тук са приложени следните образци за изходи:

1. поръчка
2. отмяна на поръчка
3. рекламация за недоставен материал
4. рекламация за получен материал
5. рекламация за фактура
6. рекламация за единици от фактура
7. благодарствено писмо до дарител
8. съобщение до заявителя за получен материал
9. съпроводителен списък към пратка от материали за обмен
10. поръчка за обмен
11. съпроводителен списък към пратка с депозирани материали
12. разпределение между отдели
13. етикет с адрес на партньора

В модула COBISS3/Набавяне, V4.0 има и някои други изходи, създадени за нуждите на отделни библиотеки. Тези изходи не са приложени тук (напр., Формуляр за заявка за поръчка, Формуляр за поръчка).

1. Поръчка

Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
	Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
ORDER No.: 07-00192	Maribor, 27-Nov-2007
Dear Sir/Madam,	
We are pleased to send you an order for the following material:	
I. Ref. No.: 07-00192/1 ; ISBN=0-07-351717-8 Bradley, Julia Case: Advanced programming using Visual basic 2005. 3rd ed.. Boston [etc] : Mc Graw-Hill/Irwin, 2007 Quantity/UM= 22 copy/copies	
Delivery time: 11-Dec-2007	
Please, inform us as soon as possible, if the items are not available.	
Please, quote our VAT number on the invoice.	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagacik Head of Acquisition Dept.
COBISS3/Acquisitions	page 1/1

Предефинирана дестинация : Логическа дестинация / Принтер - Набавяне

2. Отмяна на поръчка

Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@gmb.sik.si
	Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
Maribor, 30-Nov-2007	
ORDER CANCELLATION No.: 07-00022	
Dear Sir/Madam,	
We are sending you a request for cancellation of the following ordered material:	
I. Ref. No. : 07-00193/1 ; ISBN=0-07-149303-4 Velle, Anthony ; Velle, Toby: Microsoft Windows Vista Administration : McGraw-Hill Osborne, 2007 Cancelled: 2 copy/copies ; Remain(s) ordered: 6 copy/copies Order date: 28-Nov-2007 ; Order No. : 07-00193	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagacič Head of Acquisition Dept.
COBISS3/Acquisitions	page 1/1

Предефинирана дестинация : Логическа дестинация / Принтер – Набавяне

3. Рекламация за недоставен материал

Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
	Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
	Maribor, 30-Nov-2007
CLAIM No.: N07-00014	
Dear Sir/Madam,	
We would like to let you know that we have not yet received the following material:	
I. Ref. No.: 07-001947 ; ISBN=978-1-4051-1170-6 Forsyth, Michael (ed.): Materials & Skills for Historic Building Conservation : Blackwell Publishing, 2008 Quantity/UM= 4 copy/copies ; Order date: 28-Nov-2007 ; Order No.: 07-00194	
We are asking you to supply the material, or inform us if the delivery is not possible.	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagačič Head of Acquisition Dept.
COBISS3/Acquisitions	page 1/1

Предефинирана дестинация : Логическа дестинация / Принтер - Набавяне

4. Рекламация за получен материал

Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
Maribor, 30-Nov-2007	
CLAIM No.: P07-00011	
Dear Sir/Madam,	
We regret to have to send you a claim for the following material received:	
I. Ref. No.: 07-00195/1 ; ISBN=978-0-88192-834-1 Rogers, Raymond Joseph: Pots in the garden : expert design and planting techniques. Portland : Timber Press, 2007 Quantity/UM claimed= 2 copy/copies	
Reference documents: Order date: 28-Nov-2007; Order No.: 07-00195 Material received on: 30-Nov-2007; Your delivery note No.: 07/357	
Note: Two out of sixteen copies received are damaged. We are returning the damaged copies to you. Please send us new copies as soon as possible.	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagačič Head of Acquisition Dept.
COBISS3/Acquisitions	page 1/1

Предефинирана дестинация : Логическа дестинация / Принтер - Набавяне

5. Рекламация за фактура

Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
	Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
	Maribor, 05-Dec-2007
CLAIM No.: R07-00041	
Dear Sir/Madam,	
We regret to have to send you a claim concerning the following invoice received:	
Your invoice No.: 07/322 ; Date of invoice: 29-Nov-2007 Invoice total: USD 70.34	
Note: Invoice prices are higher than order prices. Please send us a new invoice.	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagačič Head of Acquisition Dept.
COBISS3/Acquisitions	page 1/1

Предефинирана дестинация : Логическа дестинация / Принтер – Набавяне

6. Рекламация за единици от фактура

Supplier: Blackwell's Book Services Hythe Bridge Street GB - Oxford OX1 2ET United Kingdom	Shipping Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si
	Billing Address: Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia VAT ID No.: SI99698722
Maribor, 30-Nov-2007	
CLAIM No.: R07-00040	
Dear Sir/Madam,	
We regret to have to send you a claim concerning the following invoice received:	
Your invoice No.: 07/322 ; Date of invoice: 29-Nov-2007	
I. Ref. No.: 07-00196/1 ; ISBN=978-8-88192-817-4 Darke, Rick: The encyclopedia of grasses for livable landscapes. Portland : Timber Press, 2007 Order price/item: EUR 25.17; Invoice price/item: EUR 35.17	
Reference documents: Order date: 28-Nov-2007; Order No.: 07-00196 Material received on: 30-Nov-2007; Your delivery note No.: 07/322	
Note: You delivered 24 copies but invoiced 25. Please send us a new invoice.	
Yours faithfully,	
Andreja Kos	Zora Lovrec Jagačič Head of Acquisition Dept.
COBISS3/Acquisitions	page 1/1

Предефинирана дестинация : Логическа дестинация / Принтер – Набавяне

7. Благодарствено писмо до дарител

<p>Janez Novak Cankarjeva 101</p> <p>SI - 2000 Maribor Slovenia</p>	<p>Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si</p>
<p>Maribor, 28-Nov-2007</p>	
<p>Dear Sir/Madam,</p> <p>We would like to thank you for the following material, which you have sent to us as a gift:</p>	
<ol style="list-style-type: none">1. Blázquez Abascal, Jimena: Sculpture parks in Europe : a guide to art and nature2. Olonetzky, Nadine: Sensations : a time travel through garden history	
<p>We are pleased to inform you that this material will be included in our library collection, and made available to our users.</p> <p>Yours faithfully,</p> <p style="text-align: right;">Dragica Turjak Director</p>	
<p>COBISS3/Acquisitions</p>	<p>page 1/1</p>

Предефинирана дестинация : Логическа дестинация / Принтер - Набавяне

8. Съобщение до заявителя за получен материал

<p>Koncel Marija Slovenska c. 215 2000 Maribor Slovenia</p>	<p>Maribor Public Library Rotovski trg 2 SI - 2000 Maribor Slovenia Tel: +386 2 235 21 00 E-mail: info@mb.sik.si</p>
<p>NOTIFICATION</p>	<p>Maribor, 05-Dec-2007</p>
<p>Dear Sir/Madam,</p> <p>We would like to inform you that our library has acquired the material you requested.</p>	
<p>1. McGraw-Hill concise encyclopedia of science & technology. 5th ed.. New York [etc.] : McGraw-Hill, 2005. XI, 2651 str. : illustr. ; 29 cm</p>	
<p>Yours faithfully, Andreja Kos</p>	<p>Zora Lovrec Jagačič Head of Acquisition Dept.</p>
<p>COBISS3/Acquisitions</p>	<p>page 1/1</p>

Предефинирана дестинация : Логическа дестинация / Принтер – Набавяне

9. Съпроводителен списък към пратка от материали за обмен

LIBRARY OF CONGRESS US - D. C. 20540-4181 Washington United States	National and University Library Acquisition Department Turjaška 1 SI - 1000 Ljubljana Slovenia Tel: +386 1 586 13 00 Fax: +386 1 586 13 11 E-mail: Acquisition@NUK.Uni-Lj.Si
Ljubljana, 27-Nov-2007	
LIST OF EXCHANGE MATERIAL No.: 07-00007	
Dear Sir/Madam,	
We are enclosing the following material acquired by exchange:	
I. Ref. No.: 07-000141; ISBN=961-6436-04-X Peace operations / [editor Tomaž Pörš; photographs by service members of the Slovenian Armed Forces]. Ljubljana : Slovenian Armed Forces, 2005. 51 str. : ilustr. ; 27 cm Quantity/UM= 1 copy/copies	
Yours faithfully,	
Valerija Žagar	Irena Sešek Head of Acquisitions
COBISS3/Acquisitions	page 1/1

Предефинирана дестинация : Логическа дестинация / Принтер - Набавяне

10. Поръчка за обмен

<p>LIBRARY OF CONGRESS Acquisitions & Bibliographic Access Directorate US - D. C. 20540-4181 Washington United States</p>	<p>National and University Library Acquisition Department Turjaška 1 SI - 1000 Ljubljana Slovenia Tel: +386 1 586 13 00 Fax: +386 1 586 13 11 E-mail: Acquisition@NUK.Uni-Lj.Si</p>
Ljubljana, 27-Nov-2007	
EXCHANGE-BASED ORDER No.: 07-00011	
Dear Sir/Madam,	
We would like to receive the following material on the basis of our exchange agreement:	
I. Ref. No.: 07-00011/1 ; ISBN=0-16-076772-5 Fallen, Arne_Catherine: A botanic garden for the nation : the United State botanic Garden. [Washington, D.C. : United States Congress, Joint Committee on the Library], 2006. Senate document, 109-19 Quantity/UM= 1 copy/copies Reference document: 07/77-k; Date: 23-Nov-2007	
We would be pleased to send you in exchange the desired material. Thanking you for your cooperation and looking forward to hearing from you soon.	
Yours faithfully,	
Valerija Žagar	Irena Sešek Head of Acquisitions
COBISS3/Acquisitions	page 1/1

Предефинирана дестинация : Логическа дестинация / Принтер - Набавяне

11. Съпроводителен списък към пратка с депозирани материали

University Library of Maribor Gospejina 10 SI - 2000 Maribor Slovenia	National and University Library Acquisition Department Turjaška 1 SI - 1000 Ljubljana Slovenia Tel: +386 1 586 13 00 Fax: +386 1 586 13 11 E-mail: Acquisition@NUK.Uni-Lj.Si
Fax: +386 2 252 60 87	
Ljubljana, 04-Dec-2007	
List of legal deposit monographs for NOVEMBER II (No.: 07-00097)	
Dear Sir/Madam,	
Please find enclosed the following legal deposit material:	
<p>1. Ref. No.: 07-00028/6; ISBN=978-86-11-17536-2 Můack, Desa: Anica in skrivnostna maska. Ljubljana : Mladinska knjiga, 2007. #Zbirka #Anica Quantity/UM= 2 copy/copies</p> <p>2. Ref. No.: 07-00028/1 100 let šolstva v Hruševju : 1906/07 - 2006/07 / [glavna urednica Pia de Paulis Debevec ; fotografije arhiv šole]. Postojna : Občina, 2007. 44 str. : ilustr. ; 21 cm Quantity/UM= 2 copy/copies</p> <p>3. Ref. No.: 07-00028/2 30 let Kurnikovih priznanj / [zbrala in uredila Rosana Eriah in Boris Kubaric ; fotografije arhiv ZKO in nagrajenci]. Trnã : Zveza kulturnih organizacij, 2003. 67 str. : ilustr. ; 22 cm Quantity/UM= 2 copy/copies</p> <p>4. Ref. No.: 07-00028/3; ISBN=978-961-6575-19-5 50 let naãitovanja druãine v Mariboru : mednarodni znanstveni simpozij, Univerzitetni kliniãni center Maribor : = International Scientific Symposium, Maribor University Hospital, Maribor, 15. 6. 2007 / urednik, editor Izok Takaã ; [organizatorji Univerzitetni kliniãni center Maribor ... [et al.] ; prevajalka Marijana Gajšek Marchetti ; fotografije Marjeta Gomnik, Joãe Pristovnik, Jelka Simonãiã]. Maribor : Univerzitetni kliniãni center = University Hospital, 2007. 336 str. : ilustr. ; 27 cm + popravki Quantity/UM= 2 copy/copies</p> <p>5. Ref. No.: 07-00028/4 Correspondances : artists in residence from Eastern and South Eastern Europe in dialogue : a cooperation by KulturKontakt Austria and Tanzquartier Wien, Vienna, May 31 - June 2, 2007 / [editors Martina Hochmann ... [et al.] ; translation David Ender]. Vienna; Ljubljana : KulturKontakt Austria; Tanzquartier; Maska, 2007. [15] str. : ilustr. ; 29 cm Quantity/UM= 2 copy/copies</p> <p>6. Ref. No.: 07-00028/5; ISBN=978-961-90267-4-8 Davãni dnevi, 1, 2007, Portoroã: Zbornik referatov. Ljubljana : Republika Slovenija, Ministrstvo za finance, Davãna uprava Republike Slovenije, 2007. 69 str. : ilustr. ; 30 cm Quantity/UM= 2 copy/copies</p>	
COBISS3/Acquisitions	page 1/2

Предефинирана дестинация : Логическа дестинация / Принтер - Набавяне

12. Разпределение между отдели

COBISS.SI-ID: 19762 Title: Poirot Loses a Client Author: Christie, Agatha Language: English Publication year: 1984 Number of copies: 4 Price: EUR 18.00 Discount: 0.0 % VAT: 8.5 % Amount: EUR 78.12				Material ID: 4124 Supplier: MK Order item No.: 07-00160/1 Order date: 26-Oct-2007			
Department	Number of copies	Purpose of acquisition	Funds				
DP	1	own stock	FIN-07				
K	2	own stock	FIN-07				
TP	1	own stock	FIN-07				

Предефинирана дестинация : Логическа дестинация / Принтер – Набавяне

13. Етикет

Blackwell's Book Services
Hythe Bridge Street
GB - Oxford OX1 2ET
United Kingdom

Предефинирана дестинация : Логическа дестинация / Етикети – Набавяне