

# Firm Order Receipt (LTS Procedure # 41) - FOLIO

**Scope:** *This document outlines the procedures that staff of the Monograph Receiving Unit in LTS Acquisitions follow for receiving of monographs purchased by firm orders.*

**Contact:** Lisa Maybury

**Unit:** Monographs Receiving

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**Date of next review:** April 2025

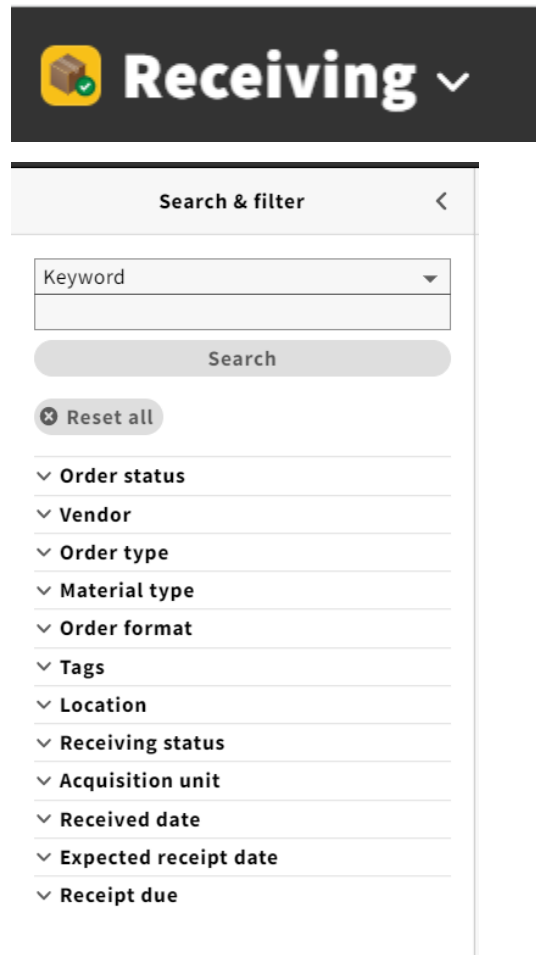
## Pre-Receiving Preparation

The books are retrieved from the shipping room and staff unpack the boxes and check the books against the invoices for accuracy; they put them in the order they are listed on the invoice and shelve them in their designated area for processing.

**RMC exception:** Books ordered by RMC are sent directly there, where the Technical Services Specialist unpacks them.

Start by opening the Receiving App

Search the title of the book in hand by using the Search & filter option on the left pane of FOLIO. You can search many different ways by clicking on the  arrow. In most cases if you have the PO or POL number you can enter it under Keyword and it will come up.




Searching PO 12163 you get the results to the right:

Keep in mind that your search does truncate and you may have titles show up that belong to other purchase order numbers.

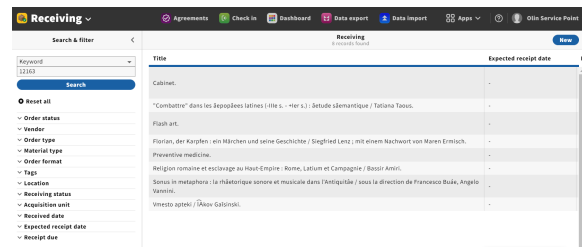
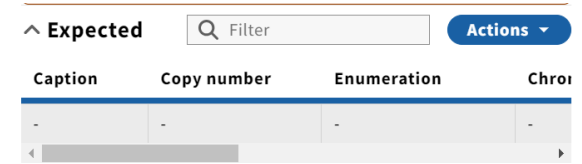
Click on the title you have in hand to receive and that will then take you to the Receiving record for that title which will show up in the far right pane. Scroll down about 3/4 of the way and click "Actions" and then "Receive"

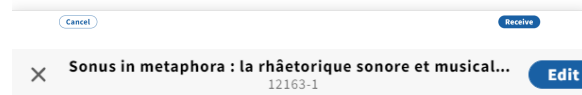
After clicking on the "Receive" button it will take you to the screen to the


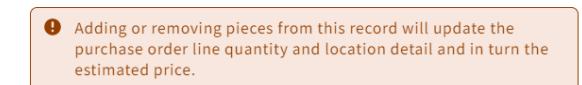
right. Click on the  box and then click on the Receive button in the bottom right hand corner.

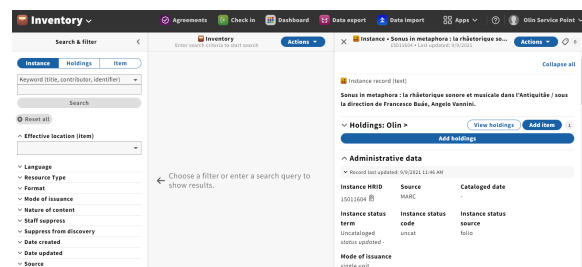
You can add the barcode number here if it allows for it or you can add it to the item record in the Inventory app.

Clicking Receive will bring you back to the original receiving pane where the title is a live link. You will now click on the title which will take you to the Inventory app.





From here you will follow the [Fast-Cataloging \(LTS Procedure #3c - FOLIO\)](#) procedure to process the book for the stacks.