Relinking a Line Item on a Purchase Order in FOLIO to a different Bib Record (LTS Procedure # 80)

Scope: This document outlines directions for "relinking" a POL (purchase order line) from one specified bibliographic record to a different bibliographic record.

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Unit: Monographs Receiving

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A. Under what conditions is it permissible to relink a purchase order line?

- The most common reason to relink a POL is when a multi-vol is ordered on separate records.
- Another likely reason to relink a POL to a different record is when handling duplicate electronic resource "e-journal records" where the one duplicate that we want to delete needs to have it' s POL re-linked to the correct e-journal record so that the obsolete e-journal records (Instance and Holdings pair) can then be deleted.

Re-linking should be brought to the attention of appropriate Acquisitions staff with the permissions required to do the relinking.

To begin relinking a POL you will open the Orders app and search the purchase order number that needs relinking. Click on the specific PO number that needs to be relinked.

Click on "Actions" in the upper right hand corner and then click "Unopen". You will then see a toast that will say the unopening was successful.



Scroll down to PO lines and click on the POL that you want to relink.

X	C Purchase order - 10234 Actions				
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After clicking on the POL you want to relink you will be brought to the PO Line Details where you will click "Actions" ; "Edit"

Here you will click on "Title look-up"

Change the criteria as you see fit and search the record you want relinked to the POL. Click on the title to be relinked.

After clicking on the title you want relinked it will populate to the title field on the POL and you will see the new title is now "Connected"

Connected ^亿

Click "Save & open order"

You will then get a toast saying the PO was successfully opened.

You can now see that POL 10234-2 is now linked to the title: 100 birds of Belize!

∧ PO lines		Add PO line		
POL number	Title or package name			
10234-1	Heinrich und Götz George : zwe	ei Leben / Thoma		
10234-2	100 birds of Belize / Carolyn M.	Miller.		
10234-3	Andreas Dresen : Glücks Spiel :	Porträt eines Re		
10234-4	Leni Riefenstahl : Karriere eine	r Täterin / Nina G		
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