RUSH Orders with Amazon (LTS Procedure #)

Scope: *Acquisitions staff use this procedure to create purchase order manually for RUSH orders.*

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**Unit:** Monographs Ordering Unit of LTS

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First you launch the inventory app and search if the title is not owned by CUL to confirm the order is not a duplicate.

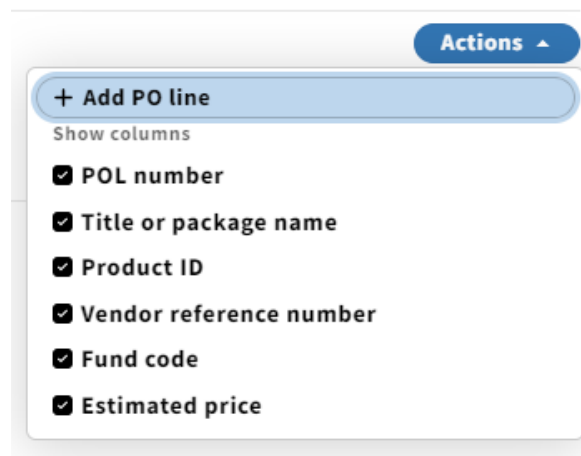Search a title in OCLC and import a record.

To begin the process of manually creating a new purchase order, launch the Orders app. Click on "Action" in the far right corner and select "New".
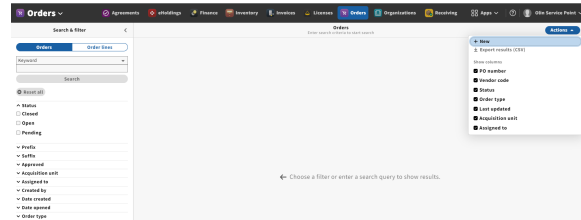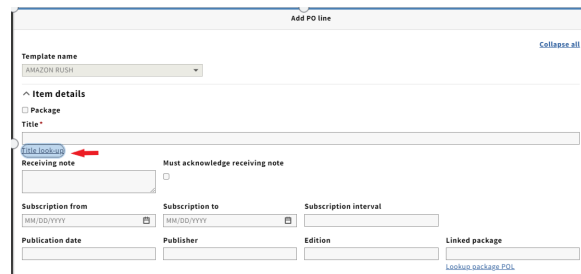

Select order template name "AMAZON RUSH", then you can save & close.
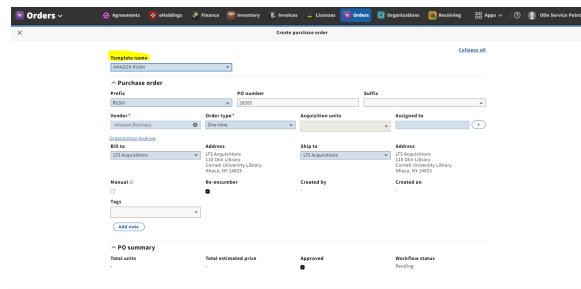
After you Save & close, you will add your PO lines by clicking on the "Actions" button.

By clicking on "+ Add PO line", you will get the following screen: First you enter "Title" by clicking "Title look-up"

By clicking "Title look-up", you will get the following window. Search and select the record you just imported from OCLC, then close the window.

In "Receiving note" field, enter requester information (net ID with/or without full name). For course reserve, enter class-code information, then check the box "Must acknowledge receiving note".

Get item price in Amazon page to enter "Physical unit price" field. Enter appropriate fund and location in "Fund distribution", and "Location" fields.

If you are ordering one item, click "Save & open order". If you are ordering more then one item, click "Save & close" and repeat the process by clicking "+Add PO line".

When you finish adding PO lines, click on "Action" in the far right corner and select "Open".

Go to Amazon shopping cart and proceed to checkout.

Enter PO number that you just created in Orders app.

1	**Group**	Library External
		Group under Cornell University

2   Business order information

PO number (optional)

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[Continue]

3	**Shipping address**

4	**Payment method**

5	**Items and shipping**

[**Continue**]

Set business order information to continue checking out. You'll still have a chance to review and edit your order before it's final.

Order Summary

Items:	$141.81
Shipping & handling:	---
Total before tax:	---
Estimated tax to be collected:*	---
Order total:	---

Supporting: American Red Cross
How are shipping costs calculated?

[**Continue**]

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