## **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.



	A	dd PO line	
Template name			<u>Collapse all</u>
AMAZON RUSH	*		
^ Item details			
Package			
Title*			
(itle look-up)			
Receiving note	Must acknowledge receiving note		
Subscription from	Subscription to	Subscription interval	
MM/DD/YYYY	MM/DD/YYYY		
Publication date	Publisher	Edition	Linked package
			Lookup package ROL
L			and a second second second

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.

×	Select instance
Search & filter	C C C C C C C C C C C C C C C C C C C
Instance Reldings Item  Keywood Ithile, contributor, Ide   Search  Reser all  A Effective location (item)  V Language Versariat Vormat Versariat Versariat	← Choose a filter or enter a search query to show results.

Add PO lir

Template name AMAZON RUSH ∧ Item details Package
Title\*
Nanatsuya shir
Title lookuun niya Tomoko. Receiving note REQ:mu44, Masayo RES: Manga Study : Subscription from MM Publication d Contributors Contributor\* Ninomiya, Tomi Contributor type Personal name Ġ Contributor\* 二ノ宮知子 ntributor type ŵ Add contributor Product ide

Fund distribution
 Remaining amount to be distributed: \$0.00
 Edd fund distribution

∧ Location At least one location must be entered Add location

Create another Save & close Save & open order

Cancel

× Purchase order - RUSH28583 0 Ø Edit D Deplicate Purchase order
 1 Delete & Print ard w Record last up P0 number Order to RU5H28588 B Approval date 1/27/2023, 2:54 PM ed to Dill to LTS Acquisit 110 Olin Lib mell Universites Mani Created by Created or 1/27/2023, 1-28 PM . 8 ^ PO summary Total units Approved Workflow status Pending Total estimated price \$5.00 Total expended \$0.00 ~ PO lines At POL number itle or package nam RUSH 14.0

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Related involves

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.

ama	azonsmile	Checkout (1 iter	m) 🔒	
1	Group	Library External Group under Cornell University	Continue	
2	Business order information		Set business order information to continu checking out. You'll still have a chance to review and edit your order before it's fine	
	PO number (opti RUSH28588	(lend)	Order Summary Items: \$141 Stipping & handling:	
	Continue		Total before tax: Estimated tax to be collected."	
3	Shipping addre	ss	Order total:	
4	Payment metho	bd	Supporting: American Red Cross How are shipping costs calculated?	
5	Items and ship	ping		