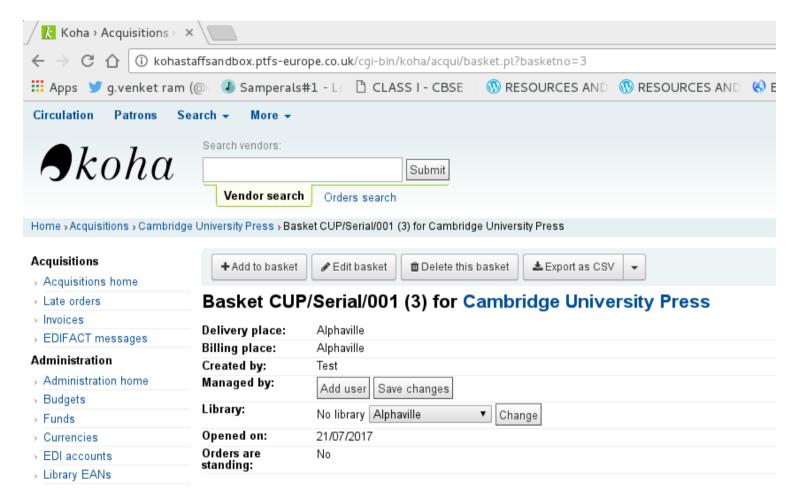


1. Choosing vendor and adding a new basket

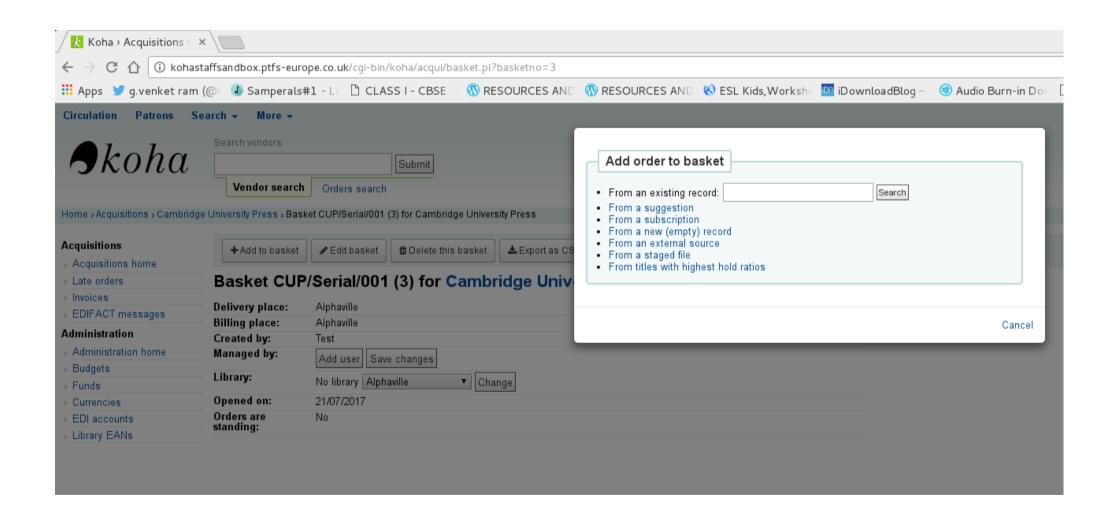
Add a basket to Cambridge University Press

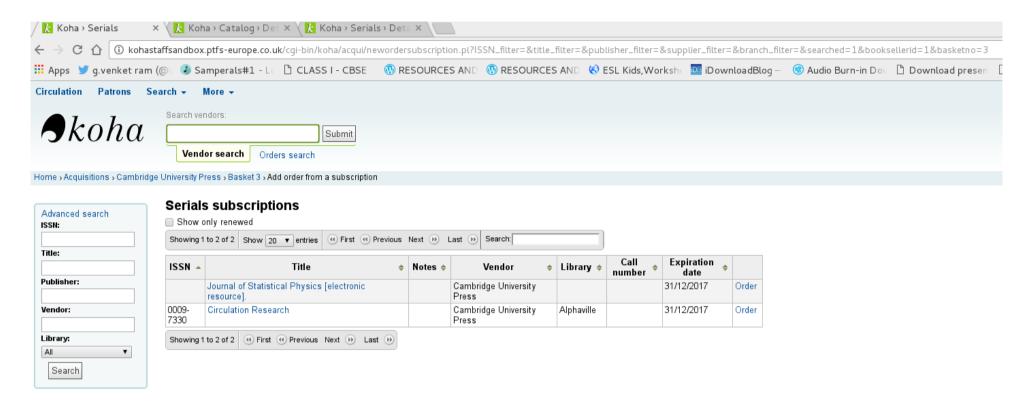
Basket name:	CUP/Serial/001 Required
Billing place:	Alphaville ▼
Delivery place:	Alphaville ▼
Vendor:	Cambridge University Press ▼
Internal note:	
Vendor note:	
Orders are standing:	Standing orders do not close when received.

2. Adding orders to the basket

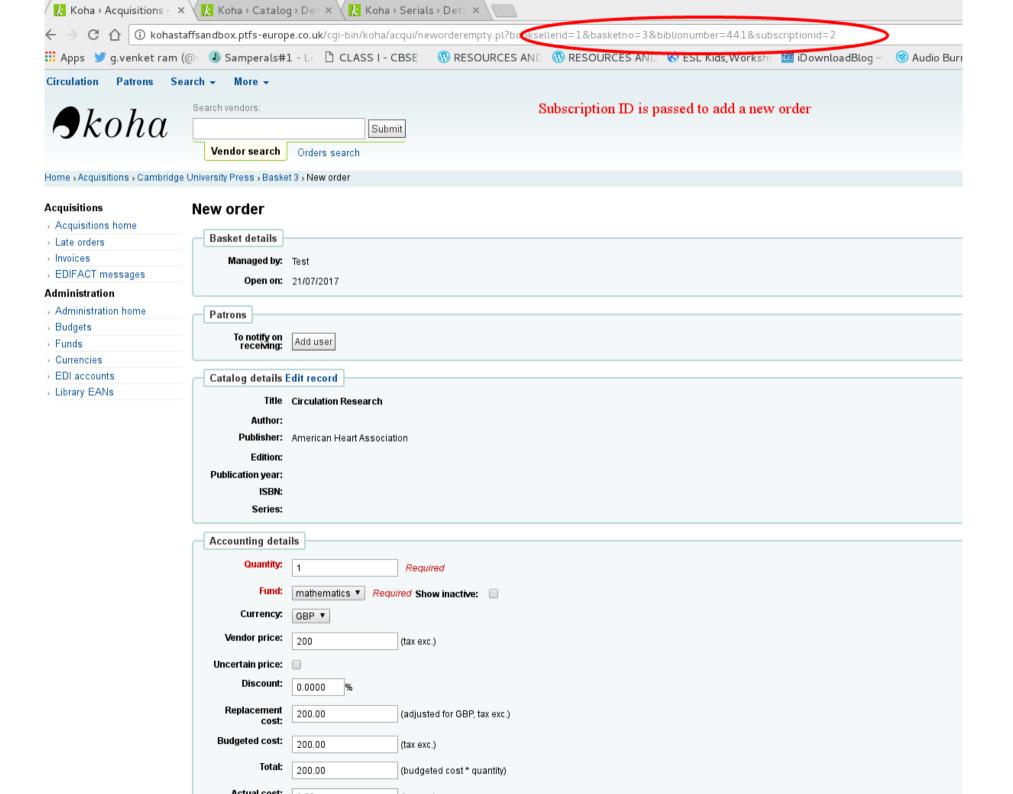


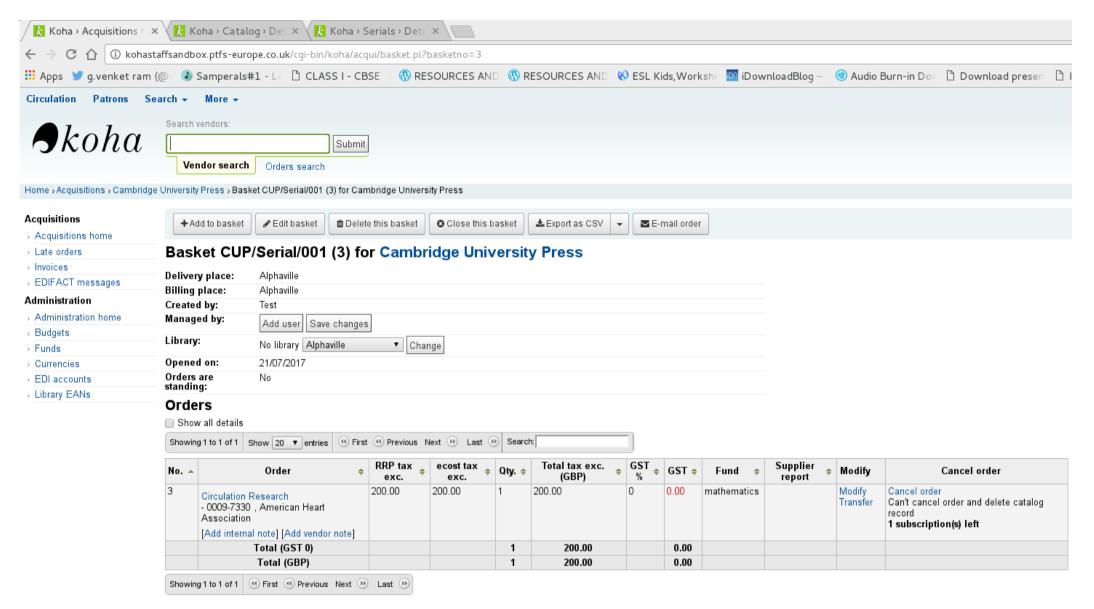
3. For serials,
we choose from
a subscription
(subscription
details are already entered in the serial module)



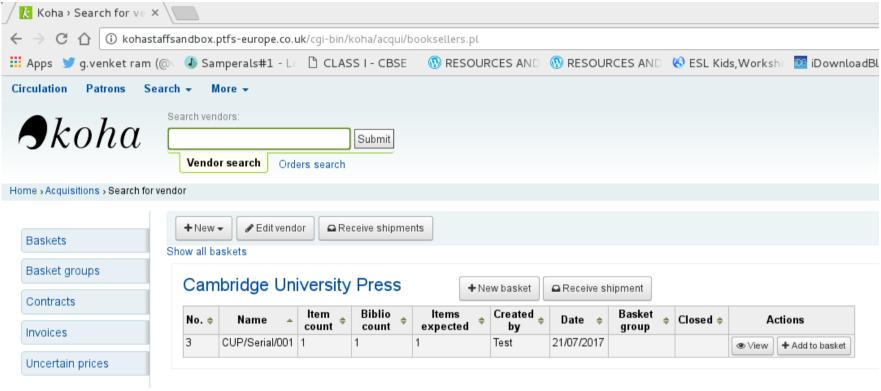


4. Selecting a serial 'circulation research' from the list by clicking order. The page that follows this has parameters such as booksellerid, basketno, biblionumber and subscriptionid with values passed by the system.

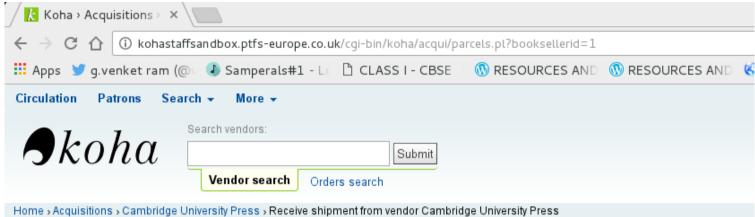


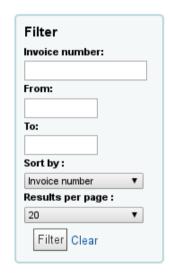


6. Order is added to the basket and basket is closed.



7. Receive shipment to process invoice and the invoice details are entered in the following screen.

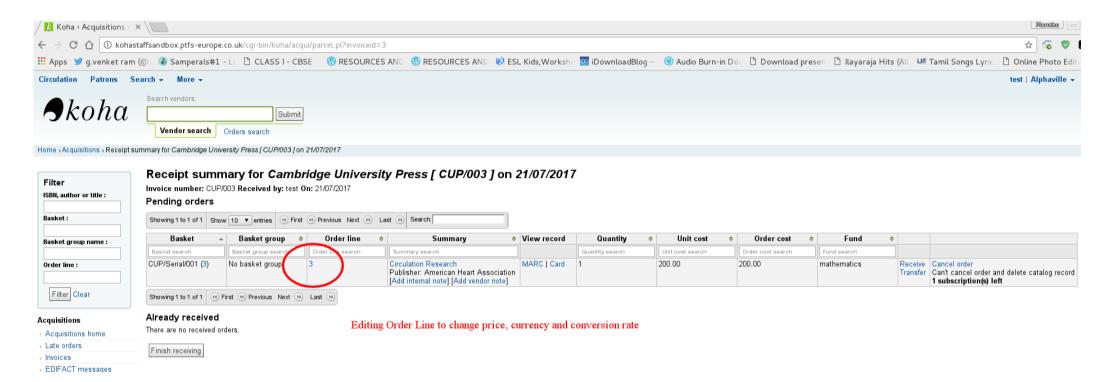




Receive shipment from vendor Cambridge University Press 2 shipments Showing 1 to 2 of 2 Search: Date Invoice ltem Biblio Items Line A count 🕏 received number count expected 19/07/2017 CUP/001 19/07/2017 CuP/002 0 Showing 1 to 2 of 2 Receive a new shipment Vendor invoice: CUP/003 Shipment date: 21/07/2017 (DD/MM/YYYY) Shipping cost: No fund Shipping fund: ▼ Show inactive:

Next Cancel

8. This is where we click orderline number in order to change the price, currency etc (as this is the only place where changes of prices, currency are entered)



- 9. When we click the orderline, the next page appears and you may please notice that the subscriptionid parameter is not passed in the URL by the system though it is a serial. Without the subscriptionid parameter passed in the URL, subscriptionid in the aqorders table is removed while saving the orderline.
- 10. In our system preferences, we have defined 'add an item while receiving the order'. We do not create items for serials while receiving the order. Since the subscriptionid is empty in the aqorders table as explained in point 9, the system creates an item for the serial while receiving the order. If the subscriptionid value is present in the aqorders table, then it will not create item while receiving the order.

