

3.4 RECEIPT OF ORDERED MATERIAL

You usually receive ordered material together with a delivery note (often also with an invoice). The delivery note can include material from one or more orders. Check the material and enter the delivery note. If the supplier has not sent the delivery note, record the delivery as if the delivery note was received.

You can prepare a claim for the material received.

If you have ordered and received a set, which represents one copy in the COBISS3/Acquisitions module, although it will be accessioned in several fields 996 in the COBISS3/Holdings module, you must, before entering the delivery note, copy the order item for the supplement (see chapter 3.2.9).

When closing the delivery note, the holdings data about the material received changes.

You can notify the requestor, who requested the material received, that the material can now be collected from the library.

The procedure for acquiring a multi-volume monograph or a single item of a monographic series does not differ from the procedure for acquiring a regular monograph.

As libraries often receive material together with the invoice, it is possible to simultaneously record the receipt and payment of the material.

3.4.1 Entering a delivery note

On the basis of the delivery note received or the data on the material, find the order and enter first general data about the delivery note and then delivery note items.

Enter also the number of damaged copies or possible discrepancies between the number of copies actually received and the number of copies on the delivery note, or both. This represents the basis for preparing a claim for delivered material.

Precondition

The order has been submitted and sent to the supplier.

Procedure

1. In the **Order** class, find and select the order.
2. Select the **Object / Enter delivery note** method.

The **Delivery note** editor will open. The acquisition type *purchase* is automatically defined, the data about the supplier is transferred from the order. This data cannot be changed. For each order item, a delivery note item is prepared.

3. Enter general data about the delivery note (see chapter 3.4.1.1).

4. Edit the delivery note items if they differ from order items or if a claim for the material received must be prepared (see chapter 3.4.1.2).
5. Save the data.

A number, which cannot be changed, will be assigned to the delivery note. Delivery notes are numbered automatically, in compliance with the setting of the counter for delivery notes (see chapter 11.3).

Status after entering a delivery note

Order

- *submitted*
- *expected (Receipt status)*

Order item

- *ordered*

Delivery note

- *entered*
- *invoice not received (Payment status)*

Delivery note/invoice item

- *entered (Receipt status)*

Copy

- *in process*

Options

Sometimes, in one order, you do not receive all the material ordered from a supplier, but only some order items. In such a case find the order and the corresponding order item. Select the **Object / Add item to delivery note** method, and add the order item to the delivery note.



Tip:

When you receive material ordered on the basis of an on approval delivery note and material on the basis of a blanket order, the fastest way of adding the material received on the basis of a blanket order to the delivery note is by using this procedure.

What to do next

Close the delivery note.

3.4.1.1 Entering general data

Enter general data about the delivery note in the **Delivery note** editor.

Procedure

1. Under "Reference document", enter the number stated on the delivery note.
2. Under "Reference document date", enter the date of the delivery note.
3. Under "Date of receipt", the current date will appear but you can change it.
4. To enter a note, click the **Note** button.

Enter the text into the text entry window and save it.

5. Remove the item for the undelivered material from the delivery note. For that purpose, highlight the relevant item and click the **Delete** button.
6. If you, with this delivery note, receive the material from another order, add it to the relevant delivery note.

Click the **New object** button. A window with orders that have been sent to the same supplier and for which no delivery note has been received yet will open. After you have selected the order, the order items are added to the delivery note.

7. Click the **Total amount** tab.

The total value of the delivery note is calculated automatically, at the same time as you enter prices of delivery note items (see also chapter 3.2.1.2.3).

Options

If you have, with the delivery note, received material from several orders, you can add the order items to the delivery note, using a special method. First find and select the delivery note. Then select the **Add items from order** method. Select the order in the window containing orders for which you have not received a delivery note yet. The order items will be added to the delivery note.

3.4.1.2 Entering an item

Use the **Delivery note/invoice item** editor to enter a delivery note item.

Procedure

1. In the **Delivery note** editor, highlight the delivery note item.
2. Click the **Edit** button.

The **Delivery note/invoice item** editor will open. Bibliographic data about the material is transferred from the order.

In addition to that, data about prices, copies and funds are transferred from the order as well. You can change this data.

3. Under "No. of copies on delivery note", the number of copies ordered but not yet received appears. If the number differs from the number on the delivery note received, change it as appropriate.
4. If you receive damaged copies, enter the number of copies damaged. This represents the basis for preparing a claim.



Note:

Before entering the number of damaged copies, reduce the number of copies in the copies table accordingly.

5. You can enter the reason for claim that appears on the claim for the material received. Click the **Claim note** button.

Enter the text into the text entry window and save it.

6. To enter an internal note, click the **Note** button.

Enter the text into the text entry window and save it.

7. Check and, if required, change the data about copies and funds (see chapter 3.2.1.2.1).

In the copies table, you can distribute only the undamaged copies received. The total number of the copies is under "No. of undamag. copies received". This number cannot be changed.

If the "No. of undamag. copies received" and the "No. of copies on delivery note" differ, this difference represents the basis for a claim.

8. Click the **Price** tab.

Check and, if required, change the data about the price (see chapter 3.2.1.2.3).

9. By clicking the **Funds situation** button, a list of funds will open, where you can check the financial situation of individual funds.

10. You can immediately perform the accessioning of the copies received (see chapter 3.4.1.2.1).

11. Save the data.

Options

You can return the copies you have deleted from the copies table under a delivery note item by clicking the **Return deleted copies** button. In the **List** window, the copies deleted are in the "Selected" list. Click the **OK** button.

The apportionment of copies and funds among departments for a delivery note item or invoice item can be printed out. Under the item, select first the **Object / Print** method, and then *Apportionment among departments – delivery note*.

3.4.1.2.1 Accessioning copies and closing a delivery note item

When entering data into a delivery note item in the **Delivery note/invoice item** editor, you can perform accessioning of the copies received, whereby you close the delivery note item.

Precondition

The material is linked to a bibliographic record from the local database. Copies in the delivery note item will not be claimed. The receipt status of the item must be *entered* or *received*. In the delivery note, a supplier is specified.

Procedure

1. Click the **Accession** button in the **Delivery note/invoice item** editor.

The delivery note/invoice item will close (see chapter 3.4.5).

The **Field 996/997** editor will open.

2. Perform accessioning of the copies. Accessioning is dealt with in the *COBISS3/Holdings Manual* (see chapter 7.1).

When performing accessioning of the copies and closing a delivery note item, the delivery note does not close automatically. You must close the delivery note yourself (see chapter 3.4.4).

3.4.2 Entering a delivery note and invoice simultaneously

As in a library you often receive the invoice together with the material, it is possible to record the receipt and the payment of the material simultaneously. The procedure is performed if the data on the order match the data on the delivery note and if there is no reason to prepare a claim for the material received.

Precondition

The order has been submitted and sent to the supplier.

Procedure

1. In the **Order** class, find and select the order.
2. Select the **Object / Enter delivery note and invoice** method.

The delivery note is automatically prepared and closed (see also chapters 3.4.1 and 3.4.4).

The **Invoice** editor will open.

3. Enter the data about the invoice (see chapter 3.5.1).
4. Save the data.

A window will open with the question whether you want to close the invoice, send it to the accounting department and pay it.

If you click the **Yes** button, the invoice will be marked as paid (see chapters 3.5.5, 3.5.6 and 3.5.7).

If you click the **No** button, the invoice status will remain the same: *entered*.

3.4.3 Deleting a delivery note

You can delete a delivery note before closing it or preparing an invoice on the basis of it.

Precondition

The delivery note status must be *entered*. Before deleting it, you must delete delivery note items.

Procedure

1. In the **Delivery note** class, find and select the delivery note.
2. Select the **Object / Edit** method.

The **Delivery note** editor will open.

3. Highlight the item and click the **Delete** button.

The item will be deleted from the delivery note.

4. Repeat step 3 for all the delivery note items.
5. Save the delivery note, which contains no items now.
6. Select the **Object / Delete** method.

Status after deleting a delivery note

Order

- *submitted*
- *expected (Receipt status)*

Order item

- *ordered*

Copy

- *ordered*

3.4.4 Closing a delivery note

After completing the entry, close the delivery note. The receipt data will be added to the holdings data.

If you need to make a claim, do not close the delivery note but prepare a claim for the copies to be claimed (see chapter 9.1). The data about the receipt of the remaining copies on the delivery note will be immediately added to the holdings data.

After the claim has been answered, delete the reason for claim in the delivery note and close the delivery note.

Under "No. of copies claimed", the number of copies claimed will be indicated. The history of all claims can be viewed in the list of events.



Note:

Before closing a delivery note, for a multi-volume monograph, COBISS.SI-ID has to be defined for the material, whereby the link to the bibliographic record is created.

Procedure

1. In the **Delivery note** class, find and select the delivery note.
2. Select the **Object / Close/Prepare claim** method.

The number of copies that have been received is recorded in the order item data, under "No. of copies received".

The following data will be recorded in fields 996:

- to "Receipt (y)", the delivery note number and date will be transferred
- "Status (q)" will get the value 2 – *in process*, if the status, before closing a delivery note, has the value 1 – *ordered*
- to "Status date (t)", the current date will be transferred

Status after closing a delivery note

Order

- *closed: if you have received all order items*
- *submitted: if you have not received all order items or if the material is*

a multi-volume monograph

- *received (Receipt status): if you have received all order items*
- *expected (Receipt status): if you have not received all order items or if the material is a multi-volume monograph*

Order item

- *received: if you have received all copies*
- *ordered: if you have not received all copies or if the material is a multi-volume monograph*

Delivery note

- *closed*
- *invoice not received (Payment status)*

Delivery note item or invoice item

- *received (Receipt status)*

Copy

- *received*
- *in process: if the material is a multi-volume monograph*

Field 996

- *2 – in process: if the status, before closing a delivery note, has the value 1 – ordered*

What to do next

You perform the accessioning of the material received. After having received the invoice, enter the invoice data.

3.4.5 Closing a delivery note item

An individual delivery note item can be closed. When closing it, the data for the material receipt is added to the holdings data, in the same way as when closing the delivery note as a whole (see chapter 3.4.4).

Procedure

1. In the **Delivery note** class, find and select the delivery note.
2. In the list of objects linked to the delivery note, select the delivery note item.
3. Select the **Object / Close receipt** method.

In the data about the order item, the number of copies received increases.

Status after closing a delivery note item

Statuses are the same as when closing a delivery note as a whole, with the following exceptions related to a delivery note:

Delivery note

- *entered: if you have not received all delivery note items*

- *closed: if you have received all the delivery note items*
- *invoice not received (Payment status)*

3.4.5.1 Deleting receipt under a delivery note item

The delivery note status can be changed from *received* back to *entered*.



Note:

Material receipt cannot be deleted if the material has already been accessioned.

If the whole delivery note has been closed, its status changes back to *entered*.

If an invoice for the delivery note item has already been sent to the accounting department or paid, the invoice status changes back to *entered* as well (see chapter 3.5.9).

Procedure

1. In the **Delivery note** class, find and select the delivery note.
2. In the list of objects related to the delivery note, select the delivery note item.
3. Select the **Object / Delete receipt** method.

The **List** window will open. Copies received are in the "Selected" list.

4. In the "Selected" list, highlight the copy for which you do not wish to delete receipt and move it to the "Unselected" list using the **Remove** button.
5. Click the **OK** button.

Under the order item, the number of copies received decreases.

In fields 996, under "Receipt (y)", the delivery note number and date will be deleted.

Status after deleting receipt under a delivery note item

Order

- *submitted*
- *expected (Receipt status)*

Order item

- *ordered*

Delivery note

- *entered (Payment status)*
- *invoice not received (Receipt status)*

Delivery note/invoice item

- *entered (Receipt status)*

Copy

- *in process: if the receipt of the copy has been deleted*
- *received: if the receipt of the copy has not been deleted*

Field 996

- *1 – ordered*

3.4.6 Notifying the requestor about the material received

After having accessioned the material you can notify the requestors about the material received. The notifications for requestors can be prepared in the **Recently received material** class. Recently received material is dealt with in the *COBISS3/Holdings User Manual* (see chapter 12).

When sending a notification, the sending date is recorded under the requestor data.

Procedure

1. Highlight the **Recently received material** class.
2. Select the **Class / Prepare notifications for requestors about received material** method.

Notifications about received material will be prepared, sorted by requestors. A notification about the material will be prepared when the accession number but no status is defined in the field 996, indicating that the material is available for loan.

The **Overview and sending of created report** window will open, from where you can send notifications to predefined or changed destinations. In the *Basic Guidelines COBISS3 User Manual* you can find how to send a report (see chapter 4.5).

3.4.7 Splitting a delivery note to two delivery notes

A delivery note can be split to two delivery notes by moving one item or several items from one delivery note to another. This procedure is primarily useful when you receive two invoices for one delivery note.

Precondition

The delivery note must be *closed*.

Procedure

1. In the **Delivery note** class, find and select the delivery note.
2. Select the **Object / Split the delivery note** method.

The **List** window will open.

3. In the "Unselected" list, highlight the delivery note item that you wish to move to another delivery note and move it to the "Selected" list, using the **Add** button.
4. Click the **OK** button.

A new delivery note with the selected items will be created.

3.4.8 Making up sets and printing labels

Making up an individual set is dealt with in the *COBISS3/Holdings User Manual* (see chapter 6.10).

You can make up sets for a new material also under delivery note items. In that case, sets are made up automatically for all copies under the items you selected. If you wish to add some other items to the sets so made up (or remove them from the sets), you must continue making up each set separately.

Start the procedure of making up sets under the delivery item, the copies of which will represent the leading item.

Precondition

The items must not be parts of the sets. The delivery note must contain more than one item. Under the delivery note items, where you wish to form sets:

- all fields 996 must have an accession number
- items of one set in subfields 996p, 996q and 996u must have the same data
- the order of fields 996 must be the same, according to the sublocation entered
- the number of copies must be the same under all items

Procedure

1. In the **Item received** class, find and select the delivery note item, the copies of which will represent the leading items.
2. Select the **Object / Make up a set** method.

The **List of delivery note items** will open.

3. Select one or more delivery note items, the copies of which will represent the other set items. You can also select items linked to other bibliographic records.

Sets for all copies under the items are made up automatically. Fields 996 for the first copies under the items are made up in the first set, the second copies are made up in the second set, etc.; if there are ten copies under an item, ten sets will be made up.

4. A window for label printing will open; first, the labels for all items of the first set will open, next, the labels for items of the second set will open, etc. Label printing is dealt with in the *COBISS3/Holdings User Manual* (see chapter 7.2).

3.4.8.1 Deleting or changing the status under the set items

If you have not deleted the status in subfields 996q while accessioning or before making up sets, delete it before placing it on a shelf. Before deleting it, you can change the status also to *4 – in revision* or *14 – other* if the library has organized the processing procedure this way. The set of statuses used in a library when acquiring and processing material before deleting a status must be defined by setting a parameter in the configuration file. You can select one of the following statuses: *2 – in process*, *4 – in revision* and *14 – other*.

You can change the status in the window for making up the set. In the window, the possibility to change the status appears only if the set items in the subfield 996q have one of the statuses defined in the configuration file.

Precondition

Fields 996 must be made up in a set and have one of the statuses defined in the configuration file.

Procedure

1. In the **Field 996/997** class, find and select field 996 for any set item.
2. Select the **Object / Make up a set** method.

The **Make up a set** window will open.

The window will open also when you read or enter the accession number of any set item under the **Class / Change the following data: q, e\E, e\D, r, u or p** method and when you select any set item under the **Change status in fields 996/997: from 2, 4, 14 or blank to 4, 9, 14 or blank** method.

3. Select the status. You can choose between the statuses from the configuration file and the status *blank* (delete status).

Set items should not be marked.

4. Click the **Change status** button.

The status is changed under **all units** in a set.

If the status has been deleted, you can no longer change the status in the window.

5. Close the window.