Receiving a Continuous Order: Print Journal or Physical Subscription

You must be signed in "at" the appropriate Receiving Department in order to see the associated orders in the Receiving list. See Alma Receiving Department Concept for more detailed information.

- Receiving New Material Overview
  - Menu Bar
  - One Time/Continuous Tabs
- Searching on the Receive New Material Page
  - Search Box
  - Search Filters
  - Table of Orders (Results List)
    - Columns in the Results List
- Receiving Continuous Print Journal - Subscription or Physical - Subscription orders
- Receiving and Creating a New or Unpredicted Item
- Receiving and Editing Existing or Predicted Items
  - Opening a New Set of Predicted Items
  - Enumeration, Chronology
  - Description
  - Viewing or Editing the Holdings Record
- Receiving Standing Orders
  - Workflow Options and Considerations
  - Receive and Create Item in Receiving List
  - Creating a Piece-Level Bib
  - Create Items and Holdings on piece-level bibs and Link to Standing Order POL
  - Updating Holdings Records
- Receiving during the Invoicing process
- Un-Receiving an item

Receiving New Material Overview

1. Verify that you are signed in at the appropriate Receiving Department location
2. In the acquisitions menu, click on Receive under Receiving and Invoicing. This will take you to a new page called Receive New Material.

Menu Bar

Keep in department: Select this box to indicate that further work is required before the material can be made available in a library.
- This assigns a work order that defines the next step of the process
- See Work Orders and Post-Receiving Processing for more details
- If you check Keep in Department:
  - When you receive just one item at a time, you will get a notification if that item has a hold.
  - When you receive multiple items at once and even one item has a hold, you will get a generic message that does not specify which title(s) have the hold.
  - LTS has logged an Alma request for ExLibris to specify which title which has the request in this message
  - If this box is not checked, the status of the continuous item, after receipt, will change to Item in place to indicate that it is shelved in the library
  - Also, there will be no pop-up message about pending requests.

Shelf-ready: This is a quick way to call up an order via the barcode, either real or system-generated.
- Scanning in the barcode will bring up the order for receipt (scanning in continuous received barcodes does not yield reliable search results as of 7/5/18)

Received date: Defaults to the current date, but also possible to change this date

One Time/Continuous Tabs

Orders are arranged in two tabs; One Time and Continuous.
The Continuous tab includes the following order types: Print Journal - Subscription, Physical - Subscription, and Physical - Standing Order Non Monograph.

- **Note:** Physical Standing Order Monograph orders do NOT appear in the Receiving list (no migrated Aleph orders were of this type)

See [Standing Orders - Overview](#) for more details.

### Searching on the Receive New Material Page

#### Search Box

Use the search box to search for an order.

**Common Fields** (the first search option) includes the following fields:

- Vendor reference number
- PO line (number)
- Additional PO line reference
- Title
- Standard number
- Vendor title number

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**Tips on Searching on the 'Receive New Materials' page**

When searching for an invoice number, select **Invoice Number** instead of **All**. (the invoice number index does not seem to be included in the All search)

**CAUTION:**

The bibliographic fields included as search options on the Receiving page only search a truncated version of the bibliographic record; they do not search the fields within the full bibliographic record.

The search is limited to what is displayed under the Bibliographic information tab of the items attached to the order (see Editing the item record(s) before Searching below).

*This means that:*

- **Title** and **Title - Starts with** searches will only search the 245 field;
  - Also note that you must include initial articles (e.g. "the" or "an") in a **Title - Starts with** search.

- **Author name** search will only search the 100 field.

If these searches do not result in finding the order, try searching in the Institution Zone, using the persistent search bar. Find the **POL number** or **ISSN** and then return to the Receiving list to find your order.

#### Search Filters

Use filters to further limit your search:

**Filter by Vendor**

**Status** (PO Line status): The default value is the value of your most recent search

- Items with a status of **In Transit** retain their status until they are scanned at the target location.
- If the item’s location is the shelving library, the item retains its In Transit status until it is scanned at the primary circulation desk.

The receiving list includes POLs in every status, except for **Cancelled**, not just those that have not yet been received. You can't receive on a cancelled order so they do not appear in this list; they display in other searches, though.
• You can receive items for Closed but not Cancelled PO lines (which is why there is no Cancelled category in the Status drop down menu).
• You can receive items for in Review PO lines.
• Aleph order statuses VC and LC migrated as cancelled, so it will be necessary to reopen these cancelled orders before receiving items on them.

For instructions on reopening cancelled orders, see Closing, Cancelling, Reopening and Deleting PO lines.

Locate

• Order lines – Find PO lines that match the search criteria (default)
• Entire PO content – Find PO lines that are packaged in the same PO as the PO lines that match the search criteria

Interested Users: items that have interested users are indicated in the table by a green check mark in the Interested Users column

Table of Orders (Results List)

The list of orders is displayed in column format. Some of these columns can be sorted in ascending or descending order using the small arrows to the right of the Column header.

Column order can be changed by left-click dragging them.

The table of orders in the Continuous tab displays the same information as the One-Time tab, with the following exceptions:

• There is no check box preceding the PO line numbers.
• There is no Items Received column.

Columns in the Results List

#: this is the POL number. Clicking on the number will open up the POL in edit mode

Item description: brief description of the title. Click on it to open up the preview metadata screen from which one can open the Metadata editor

Status: the POL status. For more detail see: POL Statuses

Locations: Indicates the Library and Location on the attached items.

# Ordered: number of copies ordered

Date sent: the date the PO was sent to vendor

Next step: the next step for the item after it is received as defined within the Keep in department field. See Work orders and Post-Receiving Processing for more details

Rush: a red clock icon will appear in this column when the Rush box is checked in the POL

Notes: a green check mark will appear if there are notes associated with the POL. Clicking on the check mark will open up the Notes tab of the POL. This is where the migrated Aleph Library Note and Subscription Note would appear.

Receiving note: displays the text from the Receiving note field in the POL. This is where the migrated Aleph check-in note would appear.

Interested Users: a check mark will appear if there are Interested users associated with the POL. Clicking on the check mark will open up the Interested Users tab of the POL

Ellipsis: Additional action options:

• Manage items: View details of the PO line and manage each of the PO line's items. For example, to configure what happens to the items after they are received, add a permanent barcode, mark an item as received, or change the permanent location of an item.
• Receive: one way to receive a one-time order (not recommended for continuous orders- see explanation below)
• Print Interested Users List (Appears only if the PO line actually has interested users): Print a list of interested users for the PO line.
Receiving Continuous Print Journal - Subscription or Physical - Subscription orders

1. Verify that you are signed in at the appropriate Receiving Department location
2. Go to Acquisitions >> Receiving and Invoicing >> Receive >> Receive New Material
3. Keep in Department box:
   1. Uncheck if material is going to its shelving destination after receiving
   2. Check box and select next destination after a piece is received
4. Search for the title you want to receive.
   - You can search fields included in the "POL Details Description" such as keywords from the 245 field of the title, ISSN, publisher, and publication place. You can also search by receiving note.
   - It is also possible to search by purchase order line number, but if you do it this way, you will not see the full list of orders for a serial title.
5. Click on the hyperlinked title under Item description to view the full bib record if you need to compare the bib record to the item in hand.
6. Click on the back arrow next to "Record View" (top left).
7. Read the Receiving note. If the Receiving Note is long, you will need to hover over it with your mouse to read it in full.
8. You could choose to read the Receiving note in full after choosing Manage Items as described in the step below.

Receiving and Creating a New or Unpredicted Item

1) From the Receive New Material screen, click on the ellipsis next to the title entry and choose Manage items. This will display the Received Items List
   - Receiving status and Location filters are set to "All" by default. These filters can be edited. (e.g. The Receiving status can be changed to 'Not Received' to pull up only this category.)

2) Click on the Receive New Items command above the list of items. This displays the Receive New Items screen which allows you to create a new item and receive it

Receive new items – suggested best practice

Clicking on the Receive option via the ellipsis next to the title entry on the Receive New Material screen will bring you to the this same Receive New Items screen, but does not allow you to see the list of items first.

Therefore, suggested best practice is to choose Manage items first and then choose Receive New Items

3) Receive New Items screen

The Keep in Department, and the Received Date fields display appear here as they did on the Receive New Material screen

The screen displays the last received item's details and enables you to enter details for a new item, as required, or duplicate and then edit the details from the last item received

a) If entering details for a new item; the only fields that you can set via this method are:
   - Enumeration; Chronology and Description

b) if manually creating an item by duplicating the most recently received item; the only fields that will be duplicated are:
   - Permanent location  (note that the temporary location will not be duplicated)
   - Note that the Item policy will not be duplicated.

See Enumeration and Chronology fields in the item below for more info on adding or editing the Enumeration, chronology and Description fields.

• All item details are listed in the Items Arrived area at the bottom of the page.
• You can also access the Receive New Items area by clicking Receive New Items on the Received Items List page.
4) After adding the information for your new item, choose one for the following action steps:

**Create and Receive:** will save the newly created item, mark it as received, add the receipt date and return to the Received items list

**Receive and Set Barcodes:** opens a screen which lets you change or enter/scan in a barcode; saves the newly created item, marks it as received, adds the receipt date and returns to the Received items list

- **Note:** You can also change/enter/scan the barcode directly in the Received items list, but you must then click the checkbox to the left of the item and click Save at the top right of the screen.

**Important:** Once created, find the item in the received items list, and choose Edit inventory item to add values such as the Item policy (i.e. loan policy) and make any other additional edits

**Cancel** – Clicking Cancel and then the Back key will return you to the previous screen

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**Receiving and Editing Existing or Predicted Items**

When working on an item in the Receiving materials list, simply editing an item, entering a receiving date, and clicking Save does not properly receive an item from the Alma workflow standpoint. The item's status will remain Item not in place.

**Do not enter a receiving date when editing the item:** this will automatically be filled in by the system after following the next steps below. If you enter a receiving date while editing an item and save it, the item has not been received, and the item's status will remain Item not in place.

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1) On the Receive New Material screen, click on the row action item list icon next to the title entry and choose Manage Items. Choosing Manage items is preferable to Receive, as Receive is for creating a new item, not for editing an existing or predicted item.

The Received Items List displays, which includes unreceived items.

- To change the sorting routine, click on the Sort routine button to the right of the number of items. This list can also be limited by Receiving status and Location.
- Click Analytics Issues Report to view a Missing Issues report of non-received items listing expected arrival dates for this PO line. In the report, click Open in a new window to open the report in a new tab, Expand to open the report in Analytics to change the report parameters, or Close to close the report.

2) Find the item in hand in the list, click on the row action item list icon next to the item, and choose Edit inventory item.

- As appropriate, fix enumeration, chronology, barcode, and any other necessary fields such as the loan policy and temporary location.
- **Do not enter a date in the Receiving date field,** as this will prevent the item from moving to the next stage of the Alma workflow. A receipt date will be populated automatically by the system.
- See Enumeration and Chronology fields in the item below for more info on adding or editing the Enumeration, chronology and Description fields.

3) After editing the item, click Save

4) Then either:

   a) click the row action item list icon next to the item you wish to receive and select Receive

   OR

   b) click the checkbox to the left of the item you wish to receive and click the blue Save and Receive button at the top right of the screen. You will only see the Receiving process was activated for the selected Purchase Order lines alert if you select option b.

   Note that option b can be used for receiving multiple items at once: click the checkboxes to the left of the items you wish to receive and then click Save and Receive.

5) If the title is predicted:
Find the item you want to receive on the Received Items List (it should have a blank date received). Note that the Received Items List includes unreceived predicted items.

- You can sort unreceived items so that they appear at the top of the screen by selecting Receiving Date from the Sort Routine drop-down menu, then select Not Received for Receiving Status.

6a) If the item you wish to receive does **not** require editing, click the row action item list icon to the right of the item and select Receive. (You have the option to scan in a physical barcode before selecting Receive). Note that you will not be able to check to see if an item has a loan policy if you select Receive.

6b) If the item you wish to receive **requires** editing, click the row action item list icon to the right of the item and select Edit inventory item: fix enum, chronology, barcode, and any other necessary fields such as the loan policy and temporary location. Do not enter a date in the Receiving date field, as this will prevent the item from moving to the next stage of the Alma workflow. A receipt date will be populated automatically by the system.

See Enumeration and Chronology fields in the item below for more info on adding or editing the Enumeration, chronology and Description fields.

- After editing the item, click **Save**, then click **Confirm.** You will return to the Received items list.
- Then either:
  
  A) click the ellipsis next to the item you wish to receive and select **Receive**
  
  OR

  B) click the checkbox to the left of the item you wish to receive and click **Save and Receive** at the top right of the screen

  You will only see the **Receiving process was activated for the selected Purchase Order lines** alert if you select option B.

**Opening a New Set of Predicted Items**

If you have received the last predicted item, you will need to open the new set of predicted items. Here are two ways to open the next set of predicted items:

**Option A (navigate to the List of Items):**

1. From the Received Items List, click on the ellipsis next to any item and select Edit Inventory item.
2. Click on the blue **View All Items** hyperlink at the top right side of the screen, which will bring you to the List of Items screen.
3. Click on the **Actions** drop-down menu and select **Open Predicted Items**.
4. Click **Save items** to save the list of newly predicted items that displays (or click **discard** if you do not want to save the newly predicted items).

**Option B (navigate to the holdings record in the MD Editor):**

1. From the Received Items List, click on the **Holdings Information** tab
2. Click on the **Edit Holdings** link. This will pull up the holdings record in MD Editor.
3. Click on the binoculars icon to the left of the most recent 853 field to view the next predicted item's information (and edit if needed), when finished, click **Close**.
4. Move cursor to the 853 field,
   1. click on the **Tools** drop-down menu,
   2. select **MARC21 Holdings**,
   3. select **Open Predicted Items**.
   4. click **Save** to save the list of newly predicted items that displays (or click **discard** if you do not want to save the newly predicted items).

See Creating Prediction Patterns for more detailed information.

**Video**

Click [here](#) to view a video of receiving a serial issue by manually duplicating the previous item and updating the holdings record. Note that the video does not demonstrate finding the duplicated item in the received items list after created and choosing **Edit inventory item** to add values such as the **item policy** (i.e. loan policy).
**Enumeration, Chronology and Description fields in the item**

### Enumeration, Chronology

Add unique Enumeration and Chronology values in the item record. Either the Enumeration A or Chronology I field must have a value.

### Description

- **If no value is set for Description**, the item is treated as a monograph.
- **If a value is set for Description**, the item is treated as a serial and is displayed as such in the Get It tab (with the Get It display being slightly different, in order to supply the information for the serial title).

The Description field can be added manually or can be auto-populated by clicking on the Generate button.

The display populated from the Generate button is based on configurable Description templates. There will be Description templates for the most common enumeration and chronology pairings;

New Description templates can be created by those with the appropriate roles (permissions):

- Repository Administrator
- Catalog Administrator
- General Administrator

### Patron / Recall Requests

Patron and recall requests are made on the description level rather than on the title level. The Description field is what Primo and Alma use to identify the context of a request when it is placed. Patrons placing a request from Primo (or staff placing a request on behalf of the patron in Alma), will select from a list of defined descriptions for a given title's items.

### Viewing or Editing the Holdings Record

- The **Received Items List** for Continuous orders includes 3 tabs: PO Line items, Holdings Information
- To edit the holdings record, click on the **Holdings Information** tab, then **Edit Holdings** to open the MD Editor page and edit the holdings
- See [Creating holdings](#) for more detailed information.

### Receiving Standing Orders

Alma standing orders are identified as either Physical - Standing Order Monograph or Physical Standing Order Non-Monograph. See [Physical Standing Order Monograph and Print book - Standing Order Creation and Creating a One time (Monograph) and Continuous (Standing order and Serial) Order Line: Physical](#)

The receiving process for these two types differs dramatically, as only the Physical Standing Order Non-Monograph purchase type receipts will appear in the Receiving list.

### A note about Aleph-migrated orders

In Aleph, depending on the characteristics of the standing order, some units used O type orders while others used S type orders: often combining the Aleph order type with the Material type field in the Aleph order (BW, SM, etc) to further define the nature of the order.

Because of this it was not possible to migrate all Aleph standing orders into one single type of Alma Continuous order, so it will be important to either follow the receipt process based on the resulting Alma Purchase type, or close the migrated order and open a new one using your desired Alma Purchase type.

No Aleph orders migrated into the Alma Standing order-Monograph type, but this type is available for use with newly created orders in Alma.
Workflow Options and Considerations

There are various ways to process the receipt of standing orders, based upon order type, but also based upon cataloging decision, item record placement and holdings record description decisions.

**Items – Linkage of an item to the continuous POL** depends on the type of standing order:

- You can link an item to a POL only if the POL is a One-time or Standing order Monograph type
- You can link the holdings to a POL (and thereby link the corresponding item) if the POL is of type Standing order non-monograph or PhysicalSubscription.

The following table is a summary of the process to follow depending on:

- Whether receipts on the standing order are cataloged as piece-level bibs (i.e. analyzed), or collectively on the standing order bib
- Whether the item records for the receipts are on the collective record or on the piece-level bibs
- Whether holdings are described on the standing order collective record or on the piece-level bibs

<table>
<thead>
<tr>
<th>Aleph order type</th>
<th>Alma order type</th>
<th>Type of continuation</th>
<th>piece level bib?</th>
<th>Receive in receiving list</th>
<th>item creation</th>
<th>edit/create holdings</th>
<th>POL link</th>
</tr>
</thead>
<tbody>
<tr>
<td>O (All Material Types)</td>
<td>Physical Standing Order, Non-Monograph</td>
<td>Multi-part monographs</td>
<td>no</td>
<td>yes</td>
<td>n/a at point of receipt receive list</td>
<td>edit</td>
<td>automatic when create item in receiving list</td>
</tr>
<tr>
<td>S, material type SM</td>
<td>Printed Journal Subscription</td>
<td>Analyzed multipart monographs</td>
<td>yes</td>
<td>not necessary but is an option</td>
<td>yes</td>
<td>receive date to the item</td>
<td>create on piece level; and/or update standing order holding (depends on nature of title)</td>
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<td></td>
<td></td>
<td>must link from holdings if standing order is Subscription or Standing order non-mono</td>
</tr>
<tr>
<td></td>
<td>Physical Subscription</td>
<td>SSOs classed together; items on standing order; collective holding on standing order</td>
<td>yes</td>
<td>yes</td>
<td>yes at point of receipt on standing order in receiving list</td>
<td>edit standing order holding; create piece level holding</td>
<td>automatic when create item in receiving list</td>
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</tr>
<tr>
<td></td>
<td>SSOs classed sep or together; items on piece level; collective holding on standing order</td>
<td>yes</td>
<td>not necessary but is an option</td>
<td>yes</td>
<td>piece level bib; add the receiving date to the item</td>
<td>edit standing order holding (can do this from receiving list if desirable)</td>
<td>can link from POL if standing order is One time or Standing order Mono</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>must link from piece level holdings if standing order is</td>
</tr>
</tbody>
</table>

Here is a list of the **Aleph to Alma order migrations**:

**Alma Physical standing order non-monograph**
- Aleph O, all material types
- Aleph S, material type SM

**Alma Print Journal Subscription**
- Aleph S, material type SE, SP, SN, BK, BW, BL

**Alma Physical Subscription**
- Aleph S, all other material types

**Alma Standing order monograph**
- No Aleph orders migrated to this type, but it is available for use with new orders created in Alma
Receive and Create Item in Receiving List

1. Make sure your location is set to the appropriate Currently at library. This should be the acquisitions library/unit that processes materials for the holding library of the title.
2. Go to Acquisitions >> Receiving and Invoicing >> Receive
3. Make sure you are on the Continuous tab if the order is a standing order.
   1. Note: Some multi-part monographs may have been ordered as One Time orders, so you may need to choose that tab.
4. Proceed as described in the Receiving and creating a New or unpredicted items Item Record instructions with the following exceptions for the Item Record
   1. Set Material Type as Book and set Item Policy as Regular Loan
5. The standing order POL will automatically populate in the item record
6. To annotate/update the holdings record, see Viewing or editing the holdings record

Creating a Piece-Level Bib

Either:

- Use an existing bib record
- Bring a bib in from an External Resource, such as OCLC
- Create a stub bib using the Quick Cataloging option, which will create a stub bib, a holdings record, and an item record. (ASWG: decide whether to include this after looking into options for work orders; overlay options; item defaulting to in place and requests)
  1. Create a new physical holdings (Resource Management >> Create Inventory >> Add Physical Item). See Adding a New Book or Journal Article for more details.
  2. Holding type = New
  3. Citation type = Book or Article
  4. Click Choose
  5. Add resource and item information, and click Save
  6. The holdings and item are created, and the new item appears in a repository list

Create Items and Holdings on piece-level bibs and Link to Standing Order POL

1. Use an existing piece-level bib, or create or import a bib
2. Add a holdings record
3. Add an item record (from the holdings record) and edit to match piece, loan policy etc
   1. Add the receiving date to the item record
   2. Note: the item will default to "In place"; move it to another Work order process type (ie. Acquisitions Workflow; Cataloging Workflow, etc.), if appropriate
4. Depending on the POL type:
5. For **One time** or **Standing Order Monograph**:
   1. Click on the PO Line field in the item and search for your POL
6. For **Standing Order Non-Monograph** or **Subscription**:
   1. From the newly-created Item, the PO Line link will only list POLs that are One time or Standing Order - Monograph. Since your order is Standing Order - Non-monograph, you will have to link the POL via the Holdings
   2. Click on **View all holdings**
   3. From the list of holdings, choose the row action item list ion to the right of your holding and select **Associate a PO Line**
   4. Find the POL of the Standing order non-mono and click **Update**
   5. This will link the newly created holding and item to the Standing Order - Non-Monograph POL

**Updating Holdings Records**

If holdings are recorded on the Standing order; update the holdings record with the information re the new volume by either:

- Calling up the holdings record in the Metadata editor and adding the volume information,
- OR
- From the **Receive New Material** screen, follow these steps:
  1. Click on the row action item list icon and choose **Manage Items**
  2. From here you can click on the **Holdings Information** tab to make certain the volume number you have in hand has not been checked in yet. Make certain that you are looking at the correct holdings for the owning library.
  3. If you need to check in the volume (i.e., add it to the holdings) then click on **Edit Holdings** towards the upper right of the screen. This will pull up the MD Editor.
  4. Add the volume number and year to the holdings. Click the **Save Record** icon in the light grey toolbar towards the top of the screen; alternately, you can type Ctrl+S
  5. Click the **Back** button to return to the previous screen (**Received Items List**)  

- For more information on annotating/updating the holdings record, see Viewing or editing the holdings record

**Receiving during the Invoicing process**

There is also an option to Receive during the Invoicing process. See Creating and Editing an Invoice for details.

**Un-Receiving an item**

In order to be able to un-receive an item, the following conditions must be met:

- The item must have been received
- The item must still be in the receiving department
- There are no interested users related to the item

To **Un-receive**:

1. Verify that you are signed in to the proper Receiving department
2. Go to Acquisitions >> Receiving and Invoicing >> Receive
3. Search for the POL in the list
4. Click on the row action item list icon next to the POL on the Receive New Material page
5. Choose **Manage Items**
6. Click on the **Actions Ellipsis** icon
7. Choose **Un-receive**

**Deleting a Receiving Date Will Not Un-Receive**

Just as adding a receiving date to an item in the Received Items List does not properly receive an item, deleting a receiving date does not properly unreceive an item. If an item is received and is in place, it will remain in place if you edit the item and delete the receiving date.