Receiving a Continuous Order: Standing orders

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

Top 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
    - If you uncheck 'Keep in Department', 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 any search results as of 5/3)

- **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.

  --See Standing Orders - Overview for more details

Searching on the Receive New Material Page

Search box

The search drop down menu provides a number of ways to search for an order

Common Fields (the first search option) includes the following fields:
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 PO L number or ISSN and then return to the Receiving list to find your order.

Search Filters

A number of filters allow you 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 POL's 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.

See Order maintenance documents for more info

• 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 the Order maintenance doc

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 via 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.

**Explanation of Columns**: (column display can be customized via the gear icon)

- **#**: 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 (TtT)
- **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.

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**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

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.
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 Physical Subscription. In Alma, this is referred to as Associate a PO line to the holding. See Adding and Removing PO Line links to Items and Holdings for more information.

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>Bib creation</th>
<th>Item creation</th>
<th>Edit or 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</td>
<td>at point of receipt in receiving list</td>
<td>edit</td>
<td>automatic when create item in receiving list</td>
</tr>
<tr>
<td>S, material type SM</td>
<td>Physical Standing Order, Monograph</td>
<td>Analyzed multipart monographs</td>
<td>yes</td>
<td>not necessary but is an option</td>
<td>yes</td>
<td>on piece level bib; add receiving date to the item</td>
<td>create on piece level; and/or update standing order holding (depends on nature of title)</td>
<td>can link from POL if standing order is One time or Standing order Mono</td>
</tr>
</tbody>
</table>

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.

A handful of Aleph orders migrated into the Alma Standing order-Monograph type, and this type is also available for use with newly created orders in Alma.

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**
  - Aleph O, no value in the order material type field
SSOs classed together; items on standing order; collective holding on standing order

| Yes | Yes | Yes | at point of receipt on standing order in receiving list | edit standing order holding; create piece level holding | • automatic when create item in receiving list |

SSOs classed sep or together; items on piece level; collective holding on standing order

| Yes | Not necessary | Yes | on piece level bib; add the receiving date to the item | edit standing order holding (can do this from receiving list if desirable) | • can link from POL if standing order is One time or Standing order Mono |

### Receiving and creating a new item in the Receiving list

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) **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)
- Material type
- **Note that the loan policy will not be duplicated.**
- All item details are listed in the **Items Arrived** area at the bottom of the page.
- You can also access the **Receive New Items** page 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 hit the white **Save** button 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** – hitting the **Cancel** key and then the **Back** key will return you to the previous screen.

5) The standing order POL will automatically populate in the item record.

6) To annotate/update the holdings record, see **Updating holdings records** (below).

**Creating a piece level bib**

*Either:*

--Use an existing bib, OR,

--Bring a bib in from an External Resource, such as OCLC, OR,

--Create a stub bib either in the Metadata Editor, or as follows:

Use the **Quick Cataloging** option which will create both a suppressed stub bib, holdings record and item record.

i. Go to **Resource Management > Create Inventory > Add Physical Item**

ii. Select **New** in the Choose **New** for the holding type field, select either a book or an article in the Citation type field, and click **Choose**. The Quick Cataloging page appears.

iii. Fill in as much information as possible, and click **Save**. A suppressed stub bib, holdings record and item will be created.

**Creating items and holding on piece level bibs and link to Standing order POL**

1) Use an existing, create or import the piece level bib.

2) Add a holdings record.

3) Add an item record (from the holdings record) and edit to match piece, loan policy etc.

- Add the receiving date to the item record.
- **NOTE**: the item will default to "In place"; move it to another Work order process type (i.e., Acquisitions Workflow; Cataloging Workflow, etc.), if appropriate.

4a) If standing order POL type is **One time** or **Standing order Monograph**:

- Click on the **PO Line** field in the item and search for your POL.
4b) If standing order POL type is Standing order Non-Monograph or Subscription:

i. From the newly created Item, the PO Line link will only list POLs that are One time or Standing order Mono. Since your order is Standing order non-mono type, you will have to link the POL via the Holdings

ii. Click on View all holdings

iii. From the list of holdings, choose the ellipsis to the right of your holding and select Associate a PO Line

iv. Find the POL of the Standing order non-mono and click Update

v. This will link the newly created holding and item to the Standing order Non-mono POL

To un-associate a PO Line from a Holdings, select Associate PO line and remove the selected PO line from the PO line box. Click Update to finish.

**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:
  a. Click on the ellipsis [...] and choose “Manage Items”
  b. 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
  c. 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.
  d. Add the volume number and year to the holdings. Click the dark blue “Save Record” icon in the light grey toolbar towards the top of the screen; alternately, you can type Ctrl+S Click the “Back” button to return to the previous screen (Received Items List)

**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 Actions Ellipsis 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 does not properly un-receive an item

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 un-receive 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.