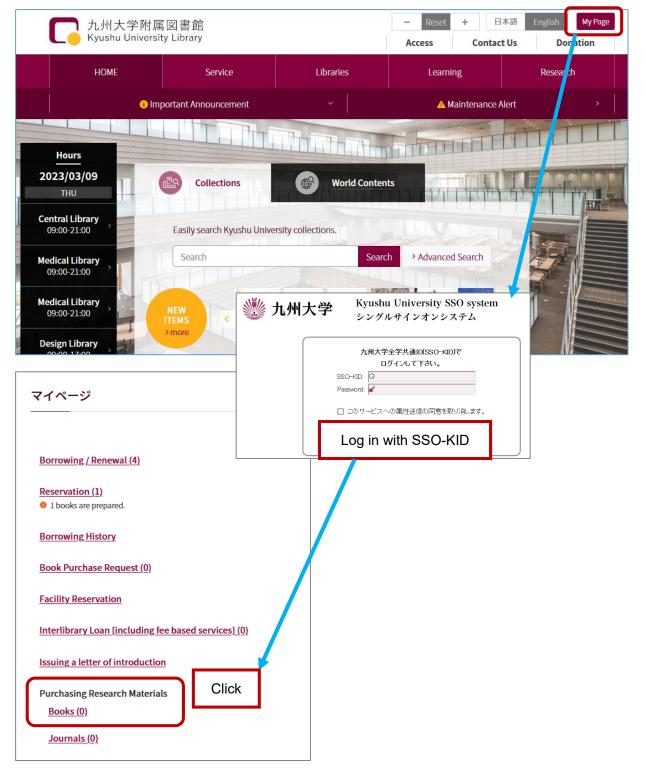
# Instruction for Online Book Purchase Request

## 1. Access and log in to Online Book Purchase Request Form

Access the library website (<u>https://www.lib.kyushu-u.ac.jp/en</u>), log in to "My Page" with your own SSO-KID, to go to Book Purchase Request form.



## 2. Complete Book Purchase Request Form

Click "New Request".

Purchasing Research Materials			
Books Journals(domestic)	Journals(international)		
New Request       [Note concerning the end of the financial year]         Before ordering books, please check the following.         1. Check with your departmental accountant to find out when the budget you plan what the balance is.         The balance can also be checked on the financial accounting system.         *Please note that it is not possible to pay for one book in more than one budget         2. It is difficult to deliver foreign books before the end of the financial year if you on if you wish to order foreign books, please check the bookshop's stock in advance information input screen, e.g. 'XX bookshop stock confirmed'.			
Any Not Confirmed 0 records Request No. ↓	(0)     Confirmed(0)     In Process(0)     Arrived(0)     Canceled(0)       ~     10 / page ~		

#### Step 1. Request Information.

Select, or fill in "Order Status", "Intermediary Agent", "Request/Order Date", and "Set a Budget".

Purchasing Research Materia	ıls	Order Status
step.1 Request Information	on step.2 Book Information	If you have already ordered to a supplier or
		the books have already been delivered to
step.4 Confirmation Info	rmation	you directly from a supplier, select
Request Information		"Ordered".
Order Status *	~	Intermediary Agent
Intermediary Agent Not Ordered	Required if you are already ordered	If you select "Ordered" above, be sure to fill
Request/Order Date	Input format is YYYYY-MM-DD. The budget for the fis	
Set a Budget		
Accounting System for Kyushu university	Log in with ASK ID and Pa to select an applicable budg (ASK system is in Japanese	et.
令和 4/ 3/16		
ユーザ名		
A 1127-15		
ログイン 閉じる	2	
c 2015 Nisseicom, Limited This product is made possible by the open source software.		

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組織 所管 OAX	1001 共通 (中央図書館)	* 執行所管 OAXU01 執行目的 OAXU01	共通 (中央図書館) 支)図)指定図書
		dget is displayed.	図書費 図書
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COAXU01) 共通 (中央図書館)     (CAXU01) 共通 (中央図書館)     (CAXU01) 共通 (中央図書館)     (CAXU01) 共通 (中央の 共通 (中央の 共通 (中央の 大通 (中央の ) 大通 (中央の ) ) ) (ロン ) ) ) ) (ロン ) ) ) (ロン ) ) ) (ロン ) ) ) ) (ロン ) ) ) ) ) ) ) ) )	<u>10ジェクトを穿一覧を表示</u> 検索条件     (10120000)     授業料/自己収入     (10120000)     授業料/自己収入     (10120000)     定方がたけ経費     (2012E04000)     図書態差費 (臨時5) -     (2012E04000)     図書態差費     (面前5) -     (2012E04000)     図書態差費     (四前5) -     (2012E04000)     (2012E040000)     (2012E0400000)     (2012E040000)     (2012E0400000)	形態別科目 経常的)	15件中1件~15件を表示 現績予算 執行 依頼ベース 予算法高
	est Information step.2 Book Inform rmation Information Not Ordered  Required if you are alread	ASK's bi	formation udget selection screen is back to the Book
Request/Order Date	2023 / 03 / 14	DD. The budget for the fiscal year t	e Request form.
SHOKAN SHOKAN_S PROJECT ZAIGEN	OAXU01         共通(中央図書館)           OAXU01         共通(中央図書館)		
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KEITAI KEITAI_S KAMOKU	01040 図書費		
IRAI_TANTO	011711         図書           1000011118         図書受入係8・附属図           OAX01         附属図書館 (中央館)		
Next			

ASK's budget selection screen is displayed, click"検索(Search)".

Check the input, and click "Next". → To Step 2 Book Info.

## Step 2. Book Information.

- ) Fill in the book information fields.
- (\* indicates a required field.)

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If more than one exists, please enter the total amount.  Location Name *  Personal Research Room  I won't purchase the book if it is already held in the location.  Accounts *  Equipment	ect an applicable location.		
Location Name *     Exp       Personal Research Room     Note       I won't purchase the book if it is already held in the location.     If you       Accounts *     order			
Personal Research Room     Note       I won't purchase the book if it is already held in the location.     If you       Accounts *     order       Equipment     Image: State S	Equipment: Book as a university asset		
I won't purchase the book if it is already held in the location.  Accounts *  Equipment	Expenses: Book as a consumable		
Accounts * Order	<u>Notes</u>		
Equipment	If you have any other comments, like "rush		
	", write here.		
Source Site			
Notes			
	]		

②Click "Add a Book".

③ The title of the added book is displayed in the upper right of the screen, within the "Added Books" frame. If you would like to order more than one book with the same budget, repeat the same steps from ① to ②.

Purchasing Research Materials	
step.1 Request Information step.2 Book Information	step.3 Applicant Information
step.4 Confirmation Information	
Book Information	Added Books
ISBN Automatically Input	The Hero with a Thousand Faces
By ISBN     If you know the ISBN, after entering the ISBN, click the "Automatically Input By ISBN"	Edit Copy Remove
button.	Next
<ul> <li>If the data is registered in OpenDB <sup>IZ</sup>, the bibliographic information will be automatically entered.</li> </ul>	
Lons within the "Added Books" frame Edit Can modify the added book's information	
Copy Can use in another book request.	
Ex.) Can copy a vol.1 request to add a vol.2 one.	
Remove Can remove the added book.	
· · · · · · · · · · · · · · · · · · ·	

(4) After you add all the book information, click "Next" within the "Added Books" frame.  $\rightarrow$  To Step 3.

Purchasing Research Materials	
step.1 Request Information step.2 Book Information	step.3 Applicant Information
step.4 Confirmation Information	
Book Information	Added Books
Book Information ISBN Automatically Input	Added Books The Hero with a Thousand Faces
ISBN	

#### Step. 3 Applicatnt Information.

Fill in your contact information. The library may ask more detail if necessary.

Purchasing Re	search Materials		
step.1 Red	quest Information	step.2 Book Information	step.3 Applicant Information
step.4 COI	nfirmation Information		
• E-mail			
E-mail			
) Phone			
Back Next			

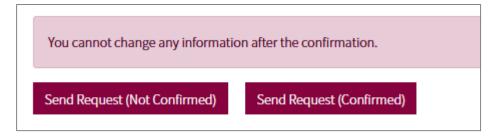
• Some information is set as default by the library system.

## Step 4 Review

Review the information from Step 1 to Step 3.

Purchasing Research Materials		
عديما Request Information عديما ع	step.3 Applicant Information	
Hap4 Confirmation Information		
Review Request Information Modify Crider Status Not Ordered	If you would like to m back to each step.	odify, click "Modify"to go
Intermediary Agent	**	
Request/Order Date 2023-03-14		
SHOKAN 共通 (中央時間的(OARUo)		
SHOKAN_S JUW (198091360(DAXU01)		
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КАМОКЦ (91)(11)		
IRAL_TANTO 时法型入传8 - HHEIM(1000011418)		
IRAL_BUMON NGEPUITS (中央的) (20X01)		
Book Information Modify The Hero with a Thousand Faces Detail		
ISBN 9781577315933		

After reviewing, click "Send Request (Confirmed)", then the library receives it and starts processing.



"Send Request (Not Confirmed)"

→ You secure only the budget on the ASK accounting system. Be sure to click "Send Request (Confirmed)"later.

Note that a confirmed request cannot be canceled online. If you need to modify, contact the office in charge of purchasing books at the library supporting your faculty.