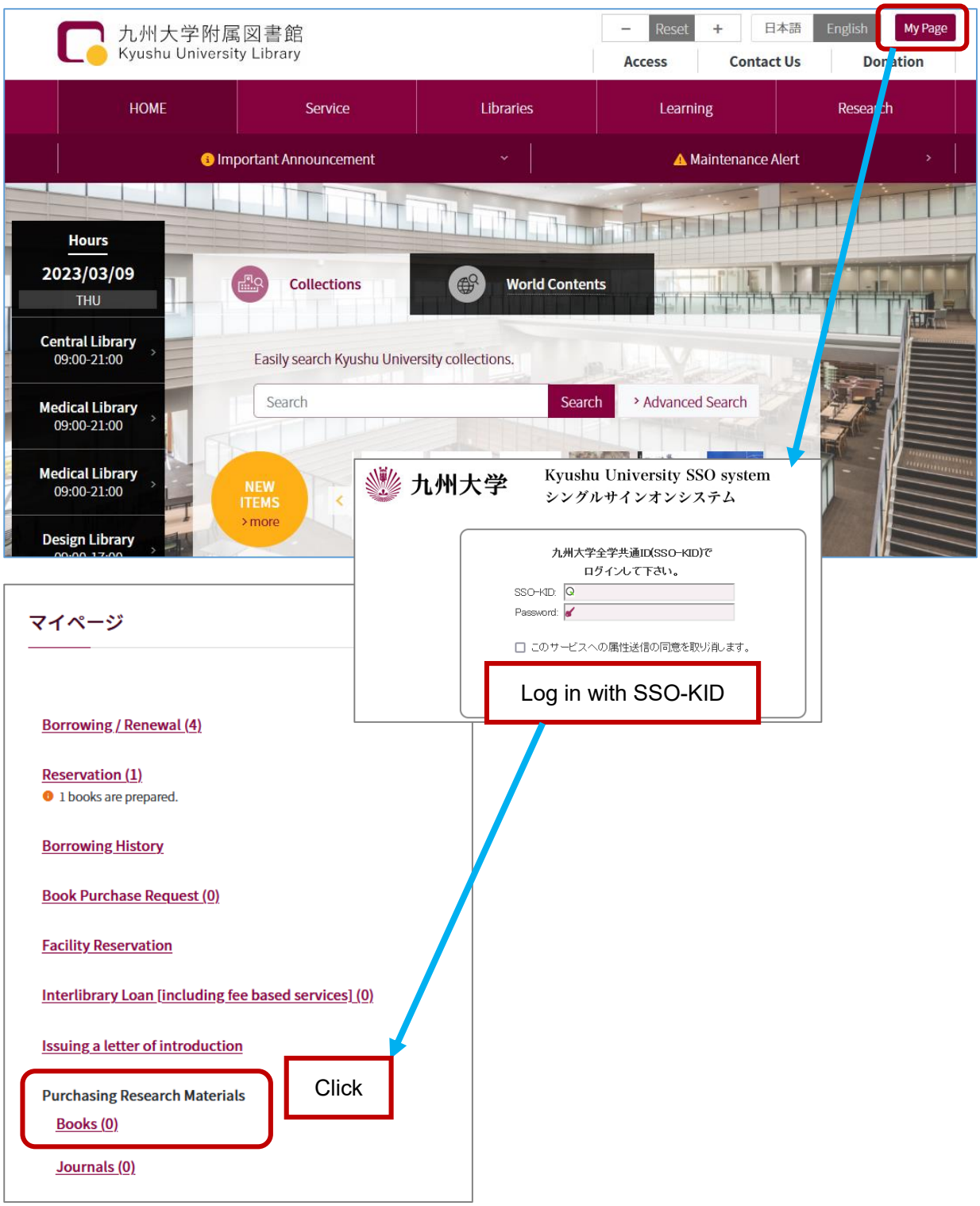
2023.03

Instruction for Online Book Purchase Request

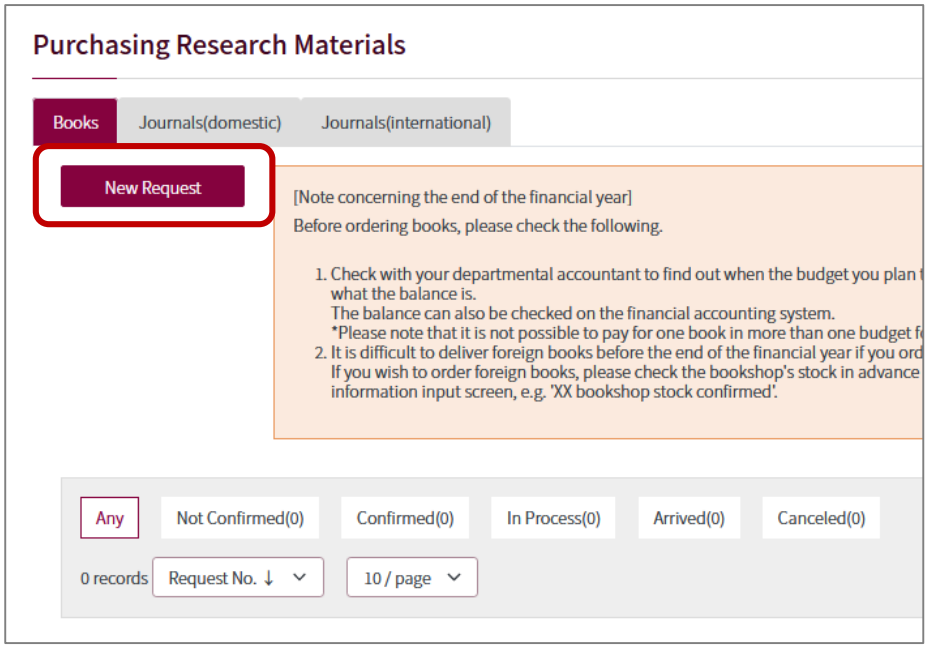
1. Access and log in to Online Book Purchase Request Form

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



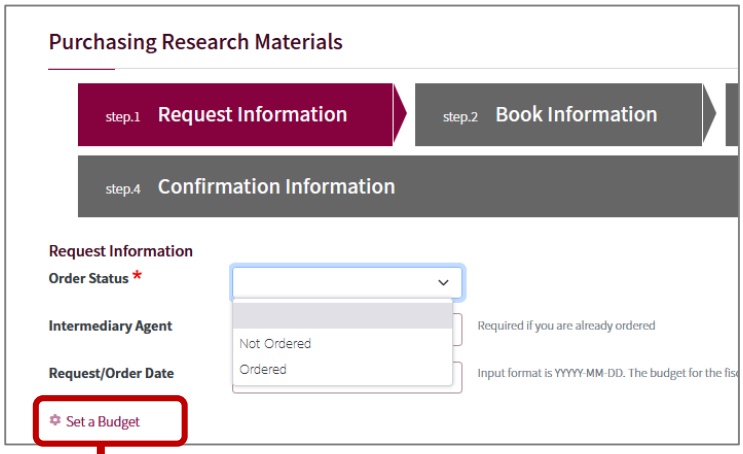
2. Complete Book Purchase Request Form

Click “New Request”.



Step 1. Request Information.

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



Order Status

If you have already ordered to a supplier or the books have already been delivered to you directly from a supplier, select “Ordered”.

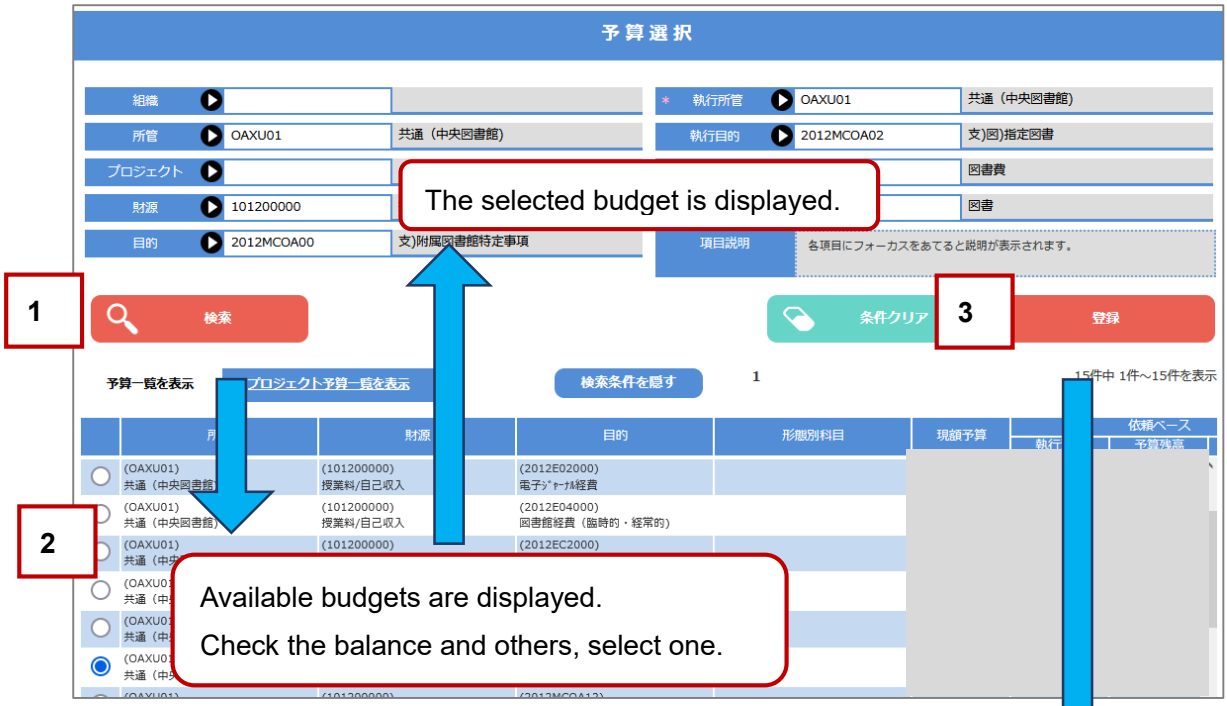
Intermediary Agent

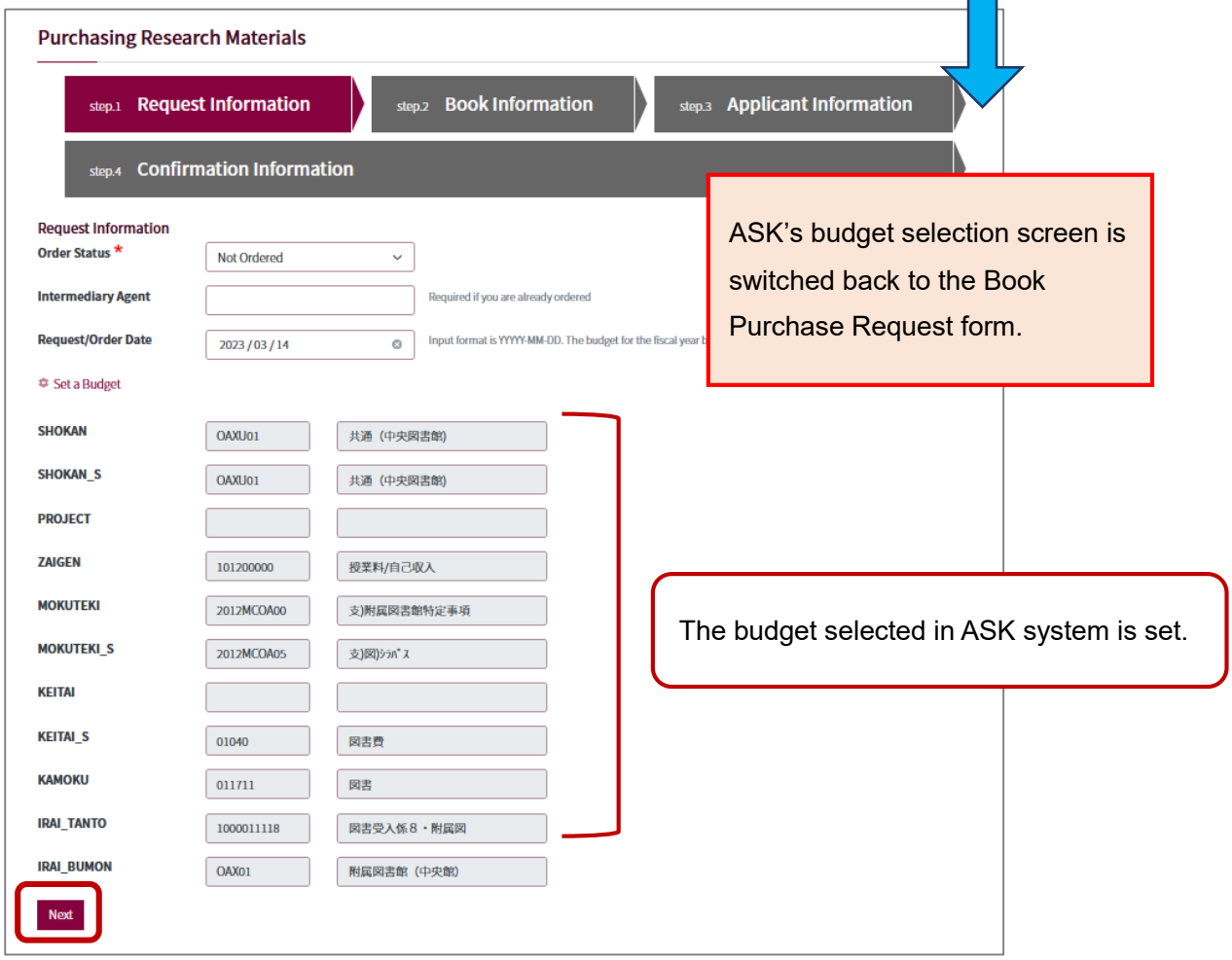
If you select “Ordered” above, be sure to fill in the supplier name.

The request form is switched to “ASK” accounting system’s login

Log in with ASK ID and Passward
to select an applicable budget.
(ASK system is in Japanese.)

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



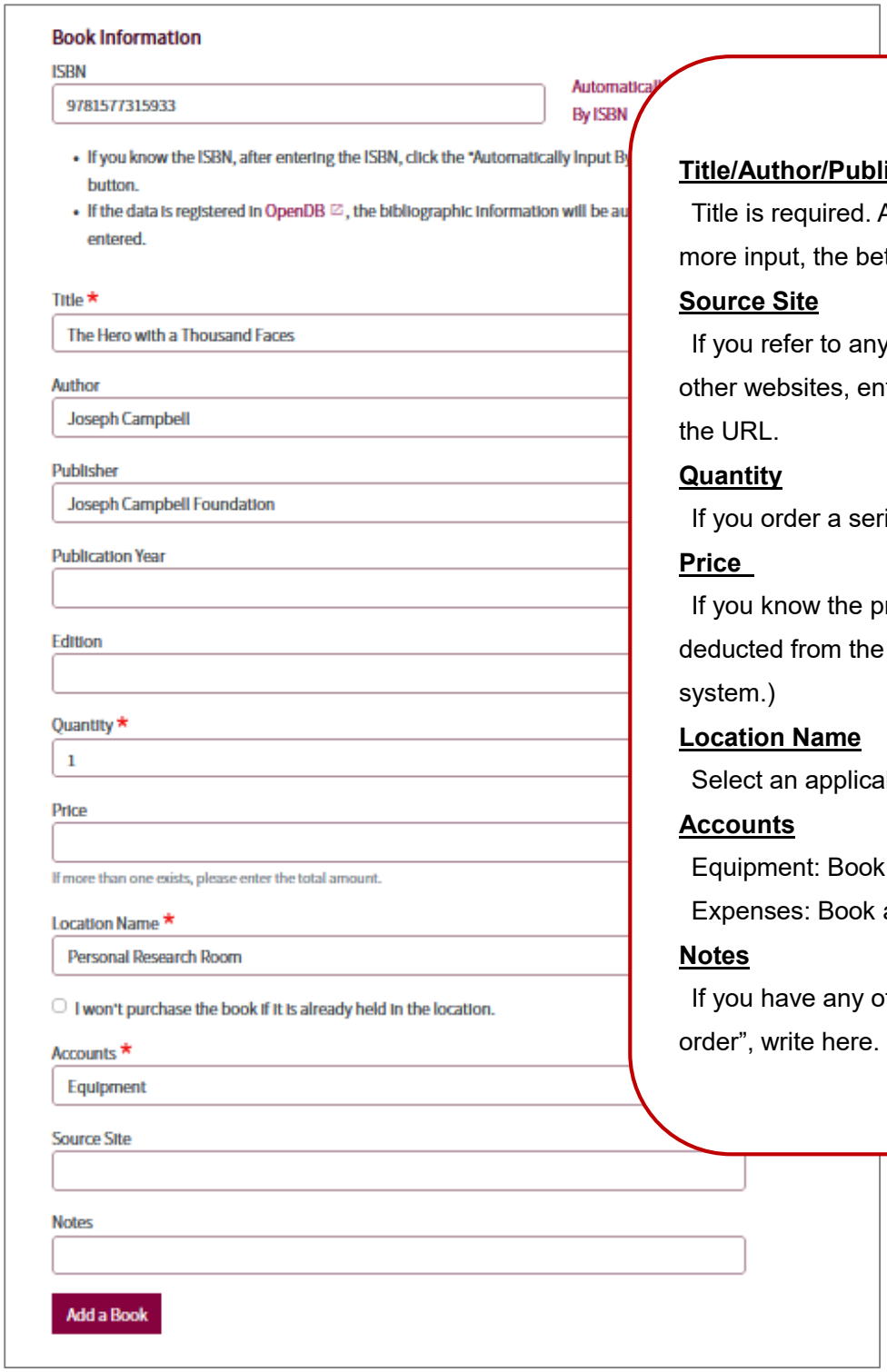


Check the input, and click "Next". →　To Step 2 Book Info.

Step 2. Book Information.

① Fill in the book information fields.

(* indicates a required field.)



Title/Author/Publisher/Edition/ISBN

Title is required. As for other fields, the more input, the better.

Source Site

If you refer to any supplier's catalogs or other websites, enter the catalog number or the URL.

Quantity

If you order a series of books, enter "1".

Price

If you know the price, enter it. (It will be deducted from the budget on the ASK system.)

Location Name

Select an applicable location.

Accounts

Equipment: Book as a university asset

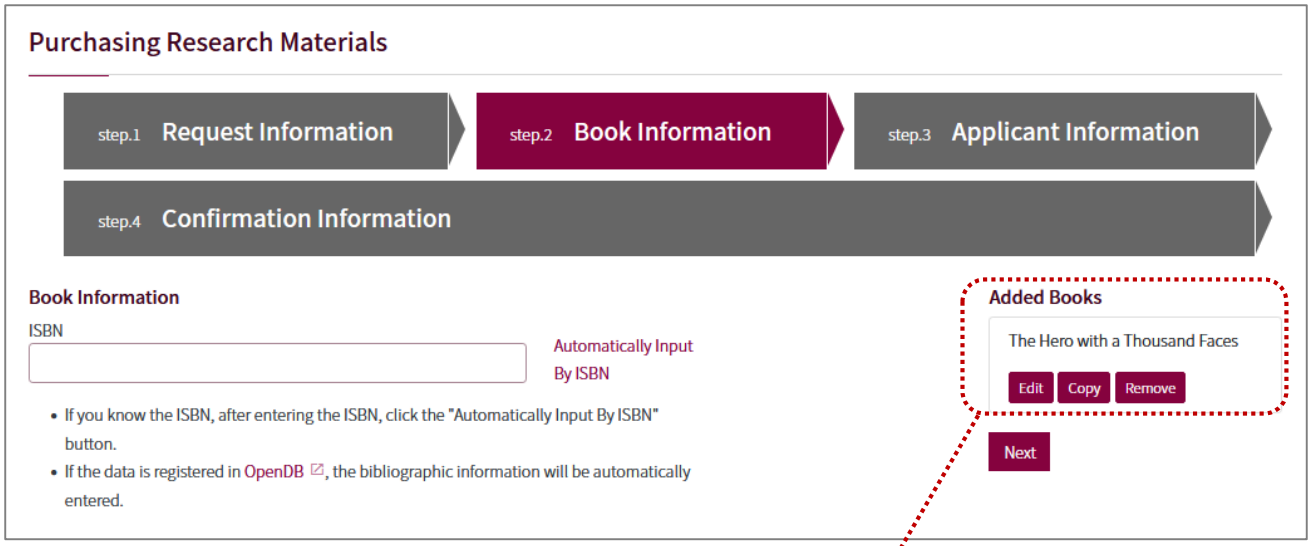
Expenses: Book as a consumable

Notes

If you have any other comments, like "rush order", write here.

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.



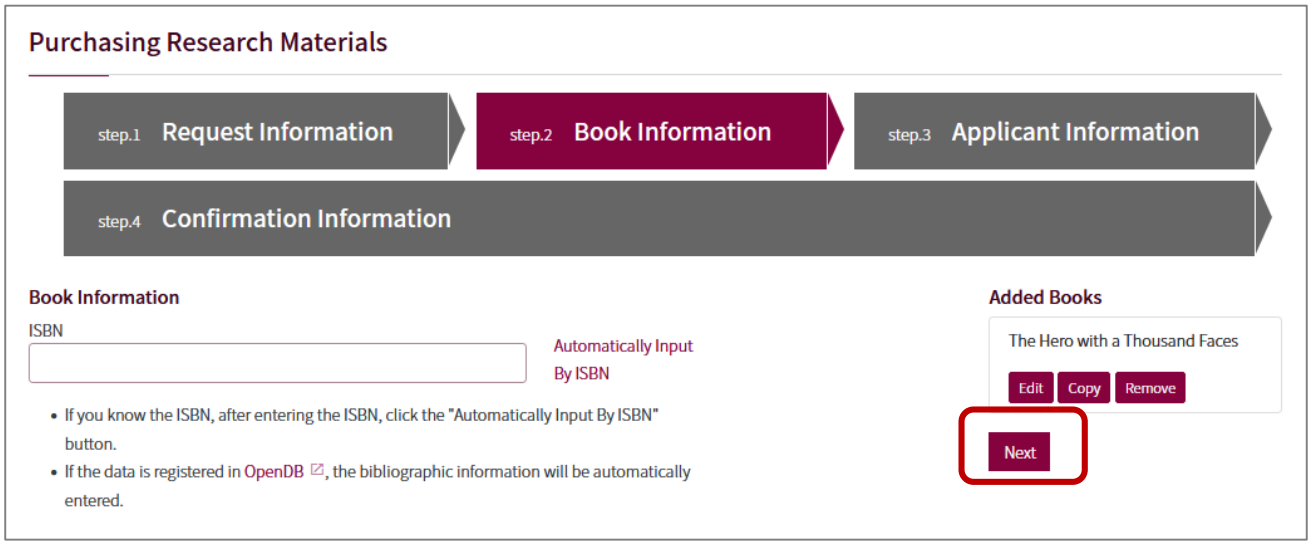
Icons within the “Added Books” frame

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.

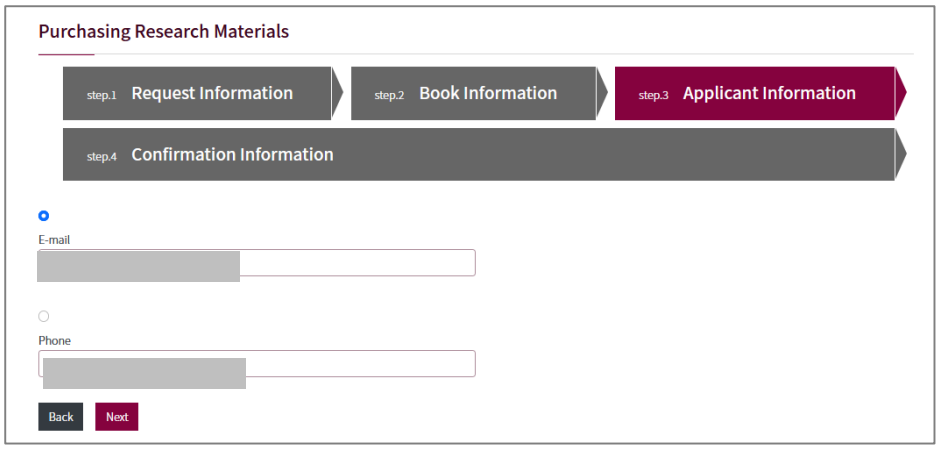
Remove　Can remove the added book.

④ After you add all the book information, click “Next” within the “Added Books” frame. → To Step 3.



Step. 3 Applicatnt Information.

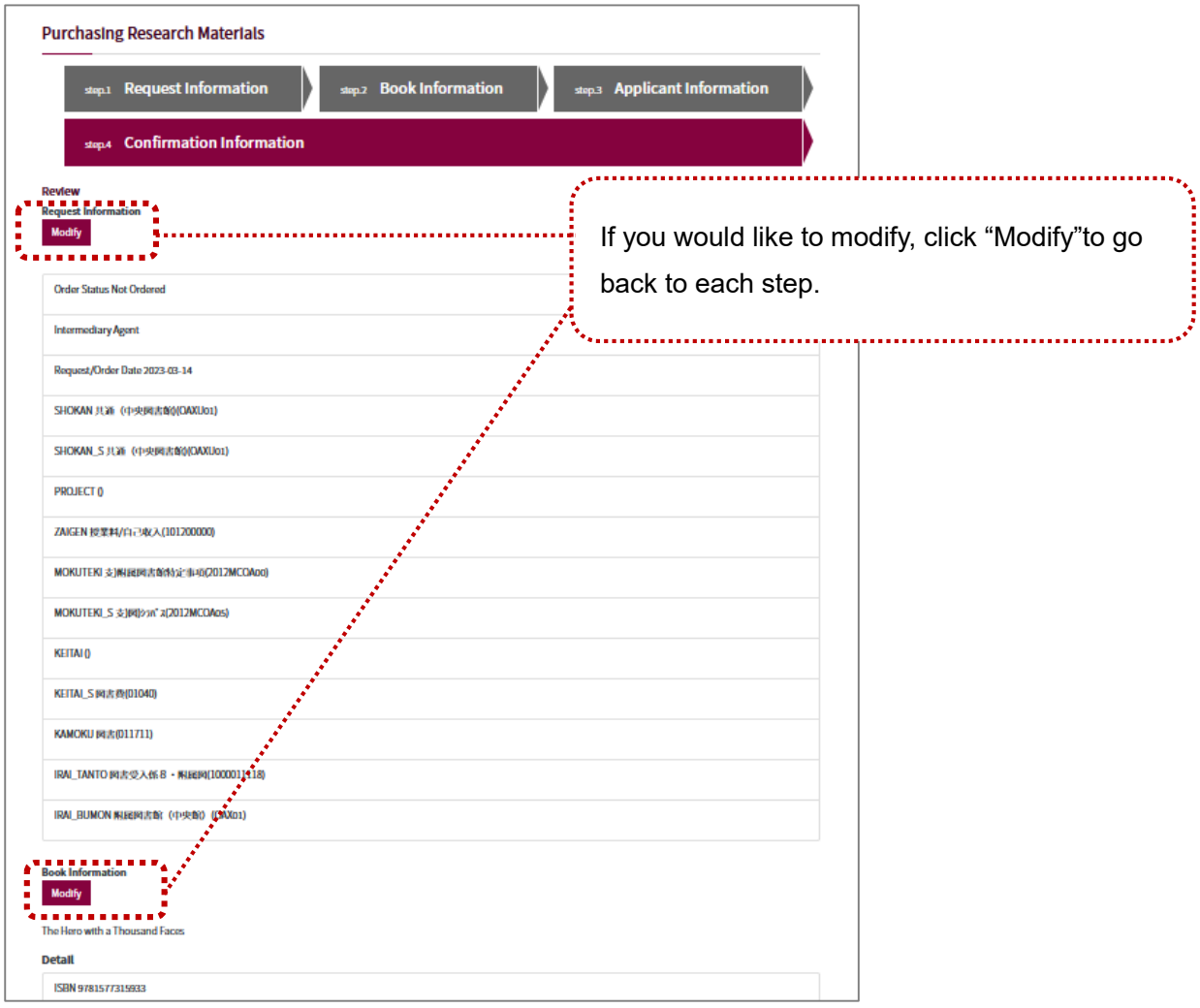
Fill in your contact information. The library may ask more detail if necessary.



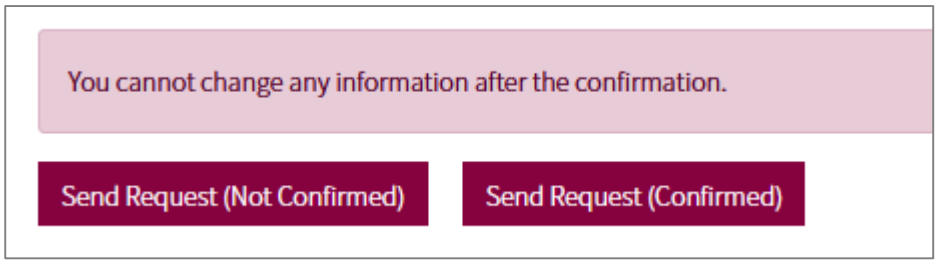
- Some information is set as default by the library system.

Step 4 Review

Review the information from Step 1 to Step 3.



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.