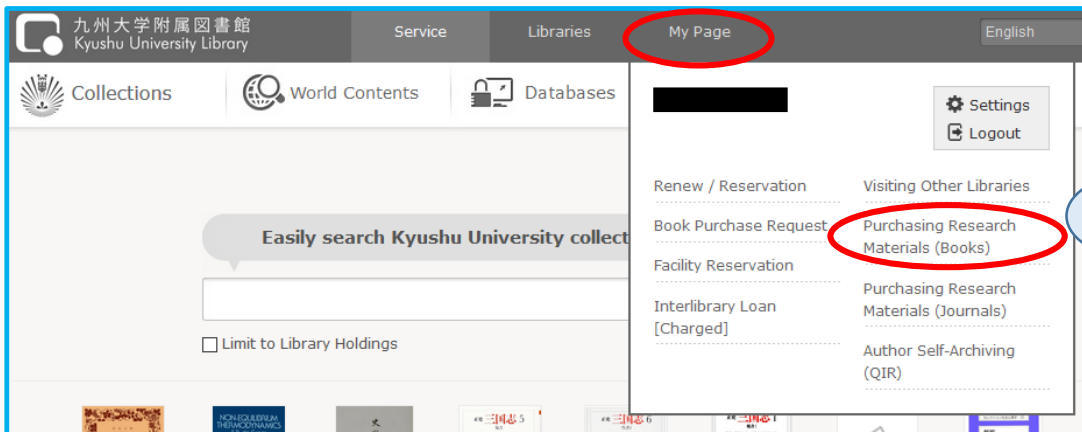
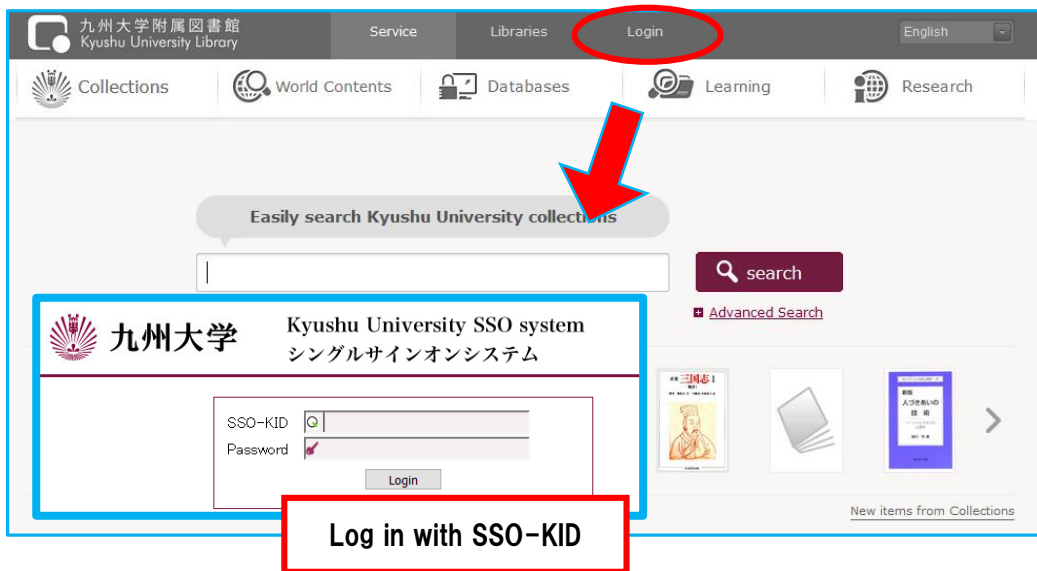


# Instruction for Online Book Purchase Request

## 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”.

The screenshot shows the Kyushu University Library website. At the top, there are navigation links for 'Service', 'Libraries', and 'My Page', along with a language selector set to 'English'. The main heading is 'Purchasing Research Materials'. Below this, there are tabs for 'Books', 'Journals(domestic)', and 'Journals(international)'. The 'New Request' button is highlighted with a red circle. Below the tabs, there are filters for 'Not Confirmed (0)', 'Confirmed (0)', 'In Process (0)', and 'Arrived (0)'. A pagination bar shows '0 records' and '1 / 0 Pages'. There is also a 'Request No.' dropdown and an 'Old Request' link.

### Step 1. Request Info.

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

The screenshot shows the 'New Request' form. It has two steps: 'step.1 Request Info.' and 'step.2 Book Info.'. The 'Order Status' field is a dropdown menu with 'Not Ordered' and 'Ordered' options. The 'Intermediary Agent' field is a text input. The 'Request/Order Date' field is a date picker. The 'Set a Budget' button is circled in red. A callout box explains the 'Order Status' and 'Intermediary Agent' fields.

**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 screen

The screenshot shows the 'Accounting System for Kyushu university' login screen. It displays the date '令和 4/ 3/16', fields for 'ユーザー名' (Username) and 'パスワード' (Password), and buttons for 'ログイン' (Login) and '閉じる' (Close). The footer includes the copyright information: '© 2015 Nisseicom, Limited. This product is made possible by the open source software.'

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

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

The screenshot shows the '予算選択' (Budget Selection) screen. At the top, there are several dropdown menus for '組織', '所管', 'プロジェクト', '財源', and '目的'. Below these is a search bar with a magnifying glass icon and a '検索' (Search) button, labeled with a red box and the number '1'. To the right of the search bar are buttons for '条件クリア' (Clear Conditions) and '登録' (Register), with the latter labeled with a red box and the number '3'. Below the search bar, a table of available budgets is displayed, with the first row selected, labeled with a red box and the number '2'. A blue arrow points from the search bar to the table, and another blue arrow points from the table to the '登録' button. A red box with text 'The selected budget is displayed.' points to the selected row in the table. Another red box with text 'Available budgets are displayed. Check the balance and others, select one.' points to the table. A large blue arrow points from the '登録' button down to the next screen.

The screenshot shows the 'Book Purchase Request' form. At the top, there are fields for 'Order Status \*' (Not Ordered), 'Intermediary Agent', and 'Request/Order Date \*' (2018-06-25). Below these is a 'Set a Budget' section with a gear icon. This section contains a table with the following data:

SHOKAN	OAXU01	共通 (中央図書館)
SHOKAN_S	OAXU01	共通 (中央図書館)
PROJECT		
ZAIGEN	101200000	授業料/自己収入
MOKUTEKI	2012MCOA00	支)附属図書館特定事項
MOKUTEKI_S	2012MCOA05	支)図書購入
KEITAI		
KEITAI_S	01040	図書費
KAMOKU	011711	図書
IRAI_TANTO	1000011111	図書受入係1・図
IRAI_BUMON	OAX01	附属図書館 (中央館)

A red box highlights the 'SHOKAN' and 'SHOKAN\_S' rows. A red box with text 'ASK's budget selection screen is switched back to the Book Purchase Request form.' points to the 'Set a Budget' section. Another red box with text 'The budget selected in ASK system is set.' points to the 'MOKUTEKI\_S' row. At the bottom of the form, there is a 'Next' button circled in red.

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

## Step 2. Book Info.

① Fill in the book information fields.

(\* indicates a required field.)

step.1 Request Info. step.2 Book Info.

### Book Information

**Title \***

**Author**

**Publisher**

**Publication Year**

**Edition**

**ISBN**

**Source Site**

**Quantity \***

**Price**

**Location Name \***

I won't purchase the book if it is already held in the local collection

**Accounts \***

**Notes**

### 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

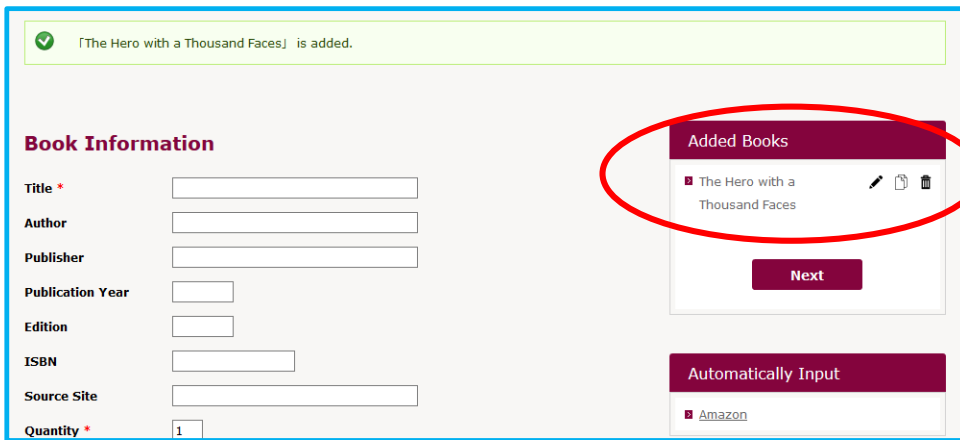
Equipment: Book as a university asset  
Expenses: Book as a consumable

### Notes

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

② Click "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.,



✔ 「The Hero with a Thousand Faces」 is added.

**Book Information**

Title \*

Author

Publisher

Publication Year




Edition

ISBN

Source Site

Quantity \*

**Added Books**




- The Hero with a Thousand Faces   

**Next**

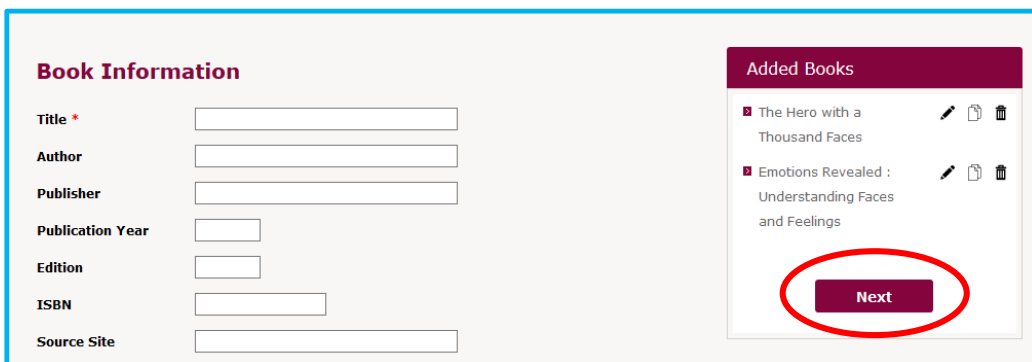
**Automatically Input**

- Amazon

Icons within the “Added Books” frame

-  Can modify the added book's information.
-  Can use in another book request.  
Ex.) Can copy a vol.1 request to add a vol.2 one.
-  Can remove the added book.

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



**Book Information**

Title \*

Author

Publisher







Publication Year

Edition

ISBN

Source Site

**Added Books**

- The Hero with a Thousand Faces   
- Emotions Revealed : Understanding Faces and Feelings   

**Next**

### Step. 3 Contact

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.

**Review**

Request Information [Modify >](#)

Order Status Not Ordered

Intermediary Agent

Request/Order Date 2018-06-27

SHOKAN 共通 (中央図書館) (OAX)

SHOKAN\_S 共通 (中央図書館) (OAX)

PROJECT

ZAIGEN 授業料/自己収入 (101200000)

MOKUTEKI 支)附属図書館特定事項 (2012MCOA00)

MOKUTEKI\_S 支)図書費 (2012MCOA05)

KEITAI

KEITAI\_S 図書費 (01040)

KAMOKU 図書 (011711)

IRAI\_TANTO 図書受入係1・図 (1000011111)

IRAI BUMON 附属図書館 (中央館) (OAX01)

Book Information [Modify >](#)

The Hero with a Thousand Faces  
 - [Detail](#)

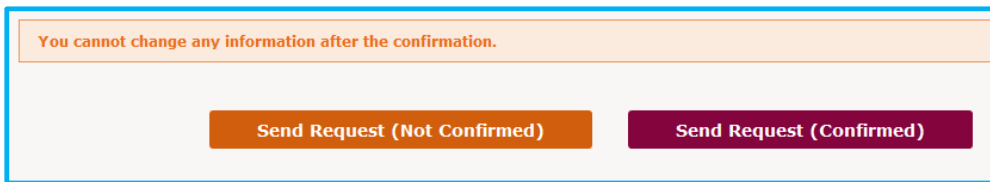
Emotions Revealed : Understanding Faces and Feelings  
 - [Detail](#)

Contact Information [Modify >](#)

Contact Details [Redacted]@m.kyushu-u.ac.jp

If you would like to modify, click “Modify” to go back to each step.

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



The screenshot shows a confirmation screen with a light gray background. At the top, there is a light orange banner with the text "You cannot change any information after the confirmation." Below the banner, there are two buttons: a blue button labeled "Send Request (Not Confirmed)" and a red button labeled "Send Request (Confirmed)".

“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.**