

Instruction for Online Book Purchase Request Amazon Business version (2023.3)

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Introduction

This manual is intended to guide you through the procedures for purchasing books from Amazon Business.

For more information on using Amazon Business, please contact your department's supplies section.

Basic Flow

1. Order books through Amazon Business

Notes

- **Complete orders for one book at a time** as much as possible.
Placing orders for multiple items at the same time may complicate the processing of invoicing documents due to the Amazon Business system.
- The estimated arrival date shown is only an estimate. Please pay attention to the budget execution deadlines used. Delays are possible, especially for items shipped overseas.

2. After you receive the books you bought, please submit the following to the library **within 10 days**.

- Delivered Books *
- Amazon Business-issued delivery receipts, quotations, and invoices
- Book purchase request form created from the library website

* In case of consumables, it is not necessary to submit the books if the receipt has the date and signature s verified by two faculty or staff members.

How to make Book purchase request form

Please refer to the manual on the following page for basic operations.

<https://www.lib.kyushu-u.ac.jp/en/services/order-books>

Purchasing Books with Your Budgets > How to Apply for Purchasing Books > Instruction for Online Book Purchase Request

step.1 Request Information

①

Order States	Select "Ordered"
Intermediary Agent	Amazon Business
Request/Order Date	Enter the date of order

② The request form is switched to "ASK" accounting system's login.

③ The budget selected in ASK system is set.

④ Check the input, and click "Next"

Purchasing Research Materials

step.1 Request Information

step.2 Book Information

step.3 Applicant Information

step.4 Confirmation Information

① **Request Information**

Order Status *

Intermediary Agent Required if you are already ordered

Request/Order Date Input format is YYYY-MM-DD. The budget for the fiscal year belonging to the date entered will be selected.

② **Set a Budget**

SHOKAN	<input type="text" value="OAXU01"/>	<input type="text" value="共通 (中央図書館)"/>
SHOKAN_S	<input type="text" value="OAXU01"/>	<input type="text" value="共通 (中央図書館)"/>
PROJECT	<input type="text"/>	<input type="text"/>
ZAIGEN	<input type="text" value="101200000"/>	<input type="text" value="授業料/自己収入"/>
MOKUTEKI	<input type="text" value="2012MCOA00"/>	<input type="text" value="支)附属図書館特定事項"/>
MOKUTEKI_S	<input type="text" value="2012MCOA05"/>	<input type="text" value="支)図書費"/>
KEITAI	<input type="text"/>	<input type="text"/>
KEITAI_S	<input type="text" value="01040"/>	<input type="text" value="図書費"/>
KAMOKU	<input type="text" value="011711"/>	<input type="text" value="図書"/>
IRAI_TANTO	<input type="text" value="1000011118"/>	<input type="text" value="図書受入係8・附属図"/>
IRAI_BUMON	<input type="text" value="OAX01"/>	<input type="text" value="附属図書館 (中央館)"/>

④

step.2 Book Information

Title/Author/Publisher/Edition/ISBN	Title is required. As for other fields, the more input, the better.
Source Site	Please enter the "請求書番号" shown on the invoice sent by Amazon Business *See figure below

→ Click "Add a Book"

Book Information

ISBN Automatically Input By ISBN

- If you know the ISBN, after entering the ISBN, click the "Automatically Input By ISBN" button.
- If the data is registered in [OpenDB](#), the bibliographic information will be automatically entered.

Title *

Author

Publisher

Publication Year

Edition

Quantity *

Price

If more than one exists, please enter the total amount.

Location Name *

I won't purchase the book if it is already held in the location.

Accounts *

Source Site

Notes

Add a Book


請求書

請求書番号 1ML6-QCQR-KQLG

発行日 2022年4月26日

お客様番号

ご請求先

〒819-0395

福岡県福岡市西区元岡744

国立大学法人九州大学

ご担当者 様

ご登録企業名： 国立大学法人九州大学

グループ名： 図書受入係

注文情報

注文日 2022年4月25日

注文者 図書受入係8 (0000)

発注番号 IP00411372

Added Books → Next

Added Books

MLA Handbook

Edit Copy Remove

Next

step.3 Applicant Information → step.4 Confirmation Information

Purchasing Research Materials

step.1 Request Information → step.2 Book Information → step.3 Applicant Information → step.4 Confirmation Information

Review

Request Information

Modify

Order Status	Ordered
Intermediary Agent	Amazon Business
Request/Order Date	2023-03-20
SHOKAN 共通 (中央図書館)(OAXU01)	
SHOKAN_S 共通 (中央図書館)(OAXU01)	

You cannot change any information after the confirmation.

Send Request (Not Confirmed) Send Request (Confirmed)

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

Purchasing Research Materials

Display Request Form

Enter new request View all my requests

印刷する

購入依頼書

状況区分：発注済購入依頼

会計年度	令和4年度
購入依頼NO	0000092414
依頼日	R5/03/20

Click the "印刷する" button.
The print instruction screen appears.