Manage acquisitions in OLIB

• **About Acquisitions**
  
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  Discover how to use OLIB for ordering bibliographic items, serial subscriptions, and non-catalogue materials such as equipment and services.

• **Set up Acquisitions**
  
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  ◦ Acquisitions reference data
  ◦ Acquisitions set up procedure
  ◦ Default values in Acquisitions
  ◦ EDI set up
  ◦ Supplier reference data

• **Order process**
  
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  ◦ About ordering
  ◦ Extended order items layout
  ◦ Financial details
  ◦ Integration with supplier online services
  ◦ Ordering

• **Outputting orders**
  
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  ◦ About outputting orders
  ◦ Email orders
  ◦ Email order with attachment
  ◦ Print orders

• **Check in and invoicing**
  
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Check in order items
  • Invoicing

• Other Acquisitions options
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  ◦ Alert notices in Acquisitions
  ◦ Archiving
  ◦ Cancellations
  ◦ On Approval orders
  ◦ OPAC suggested purchases
  ◦ Orders for non-catalogue items
  ◦ Remove order items
  ◦ View order items

• Claims process
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  ◦ About claims
  ◦ Claims notices
  ◦ Claims set up procedure
  ◦ Claim event types and sequences
  ◦ Use claims