

## FIRM ORDER MAIL PROCEDURES

### 1. CHECK THE MAILING LABEL ON THE PACKAGE, IT SHOULD READ:

<p><b>Firm Orders</b> <b>Acquisitions Department</b> <b>OR</b> <b>Acquisitions Department</b></p>
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Labels that read **SETS, SERIALS, STANDING ORDER (STO), CONTINUATIONS** or **APPROVAL** belong to the Standing Orders or Approval sections. **DO NOT** process. Place on the Standing Order or Approval mail table

### 2. REVIEW INVOICE &/OR PACKING LIST for the following:

- Proper address
- **RUSH** orders : Blackwell rush code is **JUGA-R** or **JUGA-RSH** (**OTHER VENDORS** may ship as "Attention - Rush")
- **VISA** orders : Purchase order numbers will begin with "fv" or "frv"

3. **Rush** material : strip book & give the book, invoice &/or packing slip directly to the Receiving Library Associate (There may be formats other than books)

4. **VISA** material : strip book & give the book & any paperwork received directly to the Receiving Library Associate (There may be formats other than books)

**\*\*Rush & VISA materials do not go on the receiving truck\*\***

**Each shipment must have an invoice and 2 copies to be placed on the receiving trucks.** A packing slip *cannot* be used for the invoice

- **ORIGINAL INVOICE RECEIVED:** Make copies as needed

- **NO ORIGINAL INVOICE RECEIVED:** Check the Invoice & Prepay file. If there is no invoice or prepay paperwork in file, then strip & place the material along with the packing slip (date & initial packing slip) on the 'No Invoice Shelf'. If you do not have a packing slip, then cut the vendor name/address label (date & initial label) from the package & place it with the material on the 'No Invoice Shelf'
1. **Use 3<sup>rd</sup> copy of invoice (or use the packing slip) to work with - DO NOT WRITE ON THE ORIGINAL INVOICE**
  2. Check off each title on the left side of the invoice copy or packing slip (be careful not to make a mark over the purchase order number)
  3. Initial & date invoice or packing slip
  4. Place books *in invoice order* on trucks with the invoice in the 1<sup>st</sup> title on the invoice with the invoice faced so the invoice number can be readily found
  5. **SECURITY STRIP BOOKS (even books placed on the 'No Invoice' shelf)**  
 Exceptions - Do not strip:
    - **Blackwell's North America (BNA)** shipments are already stripped. Check for the processing charge & strip the materials if it is not assessed on the invoice
    - **Paperback Music Scores**
    - **Hargrett Rare Books (give these to the Unit Head)**
    - **Certain formats cannot be stripped, e.g., videos, CD-ROMs, etc.**
  6. **Rubber-band all single item invoices**
  7. **LOAD THE TRUCK** down one side at a time left to right
  8. **DATE THE TRUCK** with current date & add "F" for firm orders

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