ORDERING E-BOOKS

From Munis select, “Requisition Entry – Munis”

- Click the “Green Plus” (Add a new data record)

- Tab to “Requisition number” and jot down number

- Tab to “General description”

- Next to “General description”, enter site name (i.e. LIBRARY MEDIA SERVICES)

*Please use ALL caps when entering data in Munis.*
• Tab to “Vendor”

• Enter Vendor Number “23022” (Barnes & Noble)

• Tab to “Ship to”

• Enter Site Location Code (i.e. L11 for Library Media Services)

• Tab to “Reference”

• Enter Your Name (Individual ordering e-books)
• Click the tab “Terms/Miscellaneous” at the top

• Tab to “Freight meth/terms”

• Enter “ELECTRONIC”

• Tab to “Bill to”

• Enter Site Location Code (i.e. LI1 for Library Media Services), press enter
• Click back to the tab “Main” at the top

• Click “Vendor/Sourcing Notes”

• Click “Import”
• Arrow down to “Noncompetitive Negotiation Method”, press enter

• Click “Edit”

• Arrow down to “Single Source Item(s)”

• Enter an “X” inside the brackets next to Single Source Item(s)
• Arrow down to “Person Responsible for D&F”

• Enter Your Name (Individual ordering e-books)

• Arrow down to the right side of “Findings: I determine:”

• Enter “E-BOOK MANAGEMENT SERVICE UNIQUE TO THE IDENTIFIED E-READER”

• Click the green check mark (top left corner)

• Click “X” to close window
- Click the √ green check mark (top left corner)

- Tab to “Commodity”

- Enter this commodity code “4600650-2011719” (press enter)

- Tab to “Unit Price”

- Enter the total $ amount

- Click “Add’l Desc/Notes”
• Click the **“Green Plus sign”** (Add a new data record)

• Click the **“Print On PO”** (This will put the checkmark in the box.)

• Enter **“DO NOT EXCEED with the $ amount”**

• Click the ⬇️ green check mark (top left corner)

• You will need to put a KETS Code on the item: For student use put 31000000
• Tab to "Org" and enter budget code information (press enter)

• Click "X" to close the window

• Click on the Paperclip

• Double click on Requisition Attachment - it will take a while for it to pull up
• Navigate to attach excel spreadsheet containing selected e-books
• Click “Open”
The “Attachment File Attributes” window will appear.

• Next to Description, enter “E-BOOK SPREADSHEET”

• Click Finish

• Make sure you save the attachment by clicking the disk

• Close the window by hitting the "X"

• On the left side of the window, click “Release”

• Click “Yes”

• Click “X” to close the window