

ATO eBook loans/auto-purchases and invoicing

Invoices of **ATO loans** and **auto-purchase eBooks** will be sent to us from **ProQuest** directly every month.

An email notification will be sent to the Collections inbox : "The following title has been automatically purchased on ProQuest Ebook Central"

Create order on Horizon using the below details, then receive and catalogue

Be aware they might supply 3-user versions - if so, ensure a subfield z is added to the 856 in these cases = \$z Access limited to 3 simultaneous users

Vendor name: **ProQuest Information and Learning**

Vendor code: **xpqil**

Vendor number: **6541**

Use subject fund to charge ATO auto-purchase eBooks.

Use bxeo to charge ATO loans (**thale.2018 in 2018**)

[Suppressing a DDA title \(STL\) in ProQuest LibCentral](#)

Invoicing Proquest ATO loan titles

- Invoices will come from Proquest via email to the Collections account
- Invoice will have **ATOLOAN** printed on the account summary
- Print and stamp invoice - **STL invoices should be stamped with the Opex code stamp**
- Create Purchase Order on Horizon using vendor code **xpqil**
- PO header:
 - Copy/Item = None
 - Untick Barcode @
- Just do as a single line, noting the number of ATO loans and invoice date e.g. 132 x ATO loans 01-31 August 2017.
- Quantity: 1
- Location: b
- Budget: bxeo
- Collection: xeb
- Item type: r
- Stat class: pd (patron driven)
- Unit price: invoice total
- Save and close
- Approve & print
- Create invoice on Horizon: **xpqil** (New Invoice: **xpqil**)
- Put in invoice number + invoice date + total amount
- Invoice line, keep receipt box ticked, then approve
- Stamp invoice with Opex stamp + date stamp. Sign
- Place in basket for Finance
- Email goes in "invoices passed" folder

Invoicing Proquest ATO Auto-purchase titles

- Create invoice - vendor **xpqil**
- Search for titles by selecting **Candidates** then **Vendor**
- Process same as a normal e-book invoice - items will already have been received
- Stamp Capex