

Miscellaneous
Procedures Manual
rev. 8/12/09

FED EX

If a FED EX bill (invoice) is a small amount, for example \$5.25, it should be given to the Librarian's Office. The Business Office collects all the small amounts and pay them all together on one invoice only.

Coutts Invoice

It would be difficult to search Coutts invoices if you did not know how to use the Invoice number information provided by Coutts. An Invoice number on a Coutts invoice would look like this: 10119746 I. When searching by the invoice number, you have to enter the number in the search field as follows: I-10119746.

The screenshot shows a software window titled "Search Invoices". On the left is a navigation pane with "Line Items", "Orders", and "Invoices" tabs, and two icons labeled "New Invoice" and "Search Invoices". The main area contains a "Search By:" dropdown menu with "Invoice Number" selected. Below it are three buttons: "Equal", "Greater", and "Less". A "Search For:" text box contains the text "I-10119746", and a "Search" button is to its right. At the bottom, a table displays the search results.

Invoice Number	Vendor Name	Invoice Status	Invoice Date
I-10119746	COUTTS LIBRARY SERVICE	Approved	2/26/2009

When ordering from Alibris online (www.alibris.com)

If you are ordering from Alibris online and have an account, click on the hyperlink [Alibris for Libraries](#) in the upper right corner of the Website. This gives you the option to pay by purchase order. You will receive an invoice for your order to pay later.



Blackwell and Blackwell2

You might encounter problems when creating an invoice for Blackwell if the PO has a list of items on. You will not be able to retrieve the PO for certain SOs if Blackwell2 is the vendor instead of Blackwell. So you ought to search for Blackwell2 when searching for the PO attached to Blackwell2 not Blackwell to able to retrieve and add to the invoice.