
Search Order Record by DBCN from Serials Pattern list

DO NOT EDIT the following order record types:

If Purchase Order status is **Approved/Sent**:

- Tick (✓) record on Serials Patterns list to indicate record has been updated in Voyager

If Purchase Order status is **Pending**, but PO number has a *3 letter suffix* (ex. M10023018-0-opc):

- Tick (✓) record on Serials Patterns list to indicate record has been updated in Voyager

If Purchase Order number is a **DBCN** and order type is **Gift** (ex. AEP-3684):

- Note GIFT on Serials Pattern list.
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DO EDIT

If Purchase Order status is **Pending**:

- Complete order edit/approval routine
- Tick (✓) record on Serials Patterns list to indicate record has been updated in Voyager

If no order record is found, search catalogue holdings and/or DRA records to determine why:

Possible Reason	Write this note on Serial List	Highlight title
Title has ceased	CEASED/date - CLOSED	
Subscription was cancelled	CANCELLED/date - CLOSED	
Comes on Membership or Combined Subscription	MEMBERSHIP (name and DBCN) COMBINED (master record DBCN)	√ √
Gift/Mailing list	GIFT	√
Swets Order didn't migrate	Swets PO didn't migrate	√

Serial Vendor Coding

01234	Aux Amateurs	Bill to/ship to: LPC Serials Box 2119
04870	Blackwell – UK	Bill to/ship to: LPC Serials Box 2119
58900	Blackwell - US	Bill to/ship to: LPC Serials street
02046	Canebesco	Bill to/ship to: LPC Serials Box 2119
61721	Casalini	Bill to/ship to: LPC Serials Box 2119
26900	Harrassowitz	Bill to/ship to: LPC Serials street
62079	Swets	Bill to/ship to: LPC Serials Box 2119

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