Vendor Book Order

The purpose of this option is to help eliminate manual paper tracking of providing a book vendor preassigned groups of Barcode numbers. All too often lists or paper list get out of control and duplication of barcodes becomes a possibility.
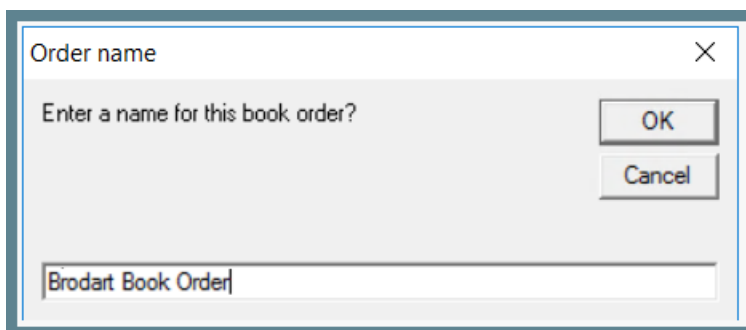
Using the Vendor Book Order safely prevents this possibility and organizes the management of purchases. Orders are created using the "Add Book Order". G4 provides the next unused Barcode number for your new order, all you will need to do is insert to the program fields information about the order. The program will ask for the quantity of items in the order; once entered the program creates the list of reserved barcode numbers. **Always remember to Remove the order prior to import.**

Click Add Book Order, the program opens the "Order Name" dialog box.

Add the Book Order information to this field, and press OK to continue.

Next step for adding a Vendor Book Order

PO or Order Number	✕
Enter a PO number associated with this book order?	OK
	Cancel
24	

Enter your PO Number or description here.

The program presents the Starting Barcode, which is the next highest unassigned Barcode number, this field also shows as a Highlighted Barcode number to give the option of adding in another number.

Starting Barcode	✕
Enter a starting barcode range?	OK
	Cancel
38417000256426	

Select and use the presented Barcode Number or modify the number to another of your choice. Should another number be added be sure that the quantity being added has sufficient space to be added.

It is recommended to **Add the specific quantity of items being ordered** and to <u>not apply Bulk quantities</u> to vendor orders for future orders.

Reserved Barcodes	✕
Enter number of barcodes to reserve:	OK
	Cancel
10	

The program will reserve the quantity of numbers to this order.

Program confirmation to Add Order

Add order	✕
Add this oder now for 10 item(s)?	
Yes	No

Confirm with Yes to complete order entry, or No to Cancel order input.

G4 Library Archive Management System	✕
success	
	OK

Program confirmation of added Book Order. See 1st diagram for results of this addition, page 1.