

Monthly Acquisitions Statistics - HCL Technical Services

8 July 2004

Explanation of categories for purposes of statistics:

Firm orders: Orders for which an Aleph order record is made prior to receipt of the piece. These can be either paper, email or EDI orders. These orders should be coded Acquisition method = P (purchase) in the order.

Firm receipts: Receipts of firm orders

Approvals: These should be pieces coming in on an established Approval plan with a vendor. Staff generally create an order and receive the piece at the same time, yet record these only once in this category. These orders should be coded Acquisition method = A (approval) in the order.

Online orders: These are generally orders placed outside of Aleph and NO Aleph order is created prior to the receipt of the piece. These can be orders from a vendor's website, email orders happening outside of Aleph, P-card purchases, etc. There is generally no record of these orders until the piece is received.

Online order receipts: Receipts of online orders or any type of firm order that was placed outside of Aleph. Staff generally create an order and receive the piece at the same time, yet record these only once in this category. The orders created for these receipts should be coded Acquisition method = P (purchase).

Book-in-hand: This is a catch-all category which generally includes Gifts, Exchanges, Memberships, blanket orders, etc. This category usually involves the creation of an order and the receipt of the piece at the same time, yet they are recorded only once in this category. Payment is often not involved.