

INFORMATION FOR SUBMITTING ONLINE 2008 SUMMER SESSION REQUISITIONS

Online Textbook Requisition processing is now available for Instructors to use for the Summer and Fall 2008 Semesters. Requisitions may also be submitted by email textbook@notes.duke.edu, fax (919) 684-8619, or dropped off at the Textbook Store. Below are some helpful steps for submitting textbook requisitions online:

- 1) For Summer 2008 textbook requisitions submitted online at www.dukestores.duke.edu/textbook.html, select the Faculty Resources link on the left sidebar. Please be certain to select the Term **Summer 2008** from the pull-down menu.
- 2) For Summer Semester courses, Departments will be identified using the following format:

SUMMER SESSION (SU1 or SU2)-(DEPT ABBREVIATION)

For example: **SU1-ECON**, or **SU2-MATH**

The most important thing is to make certain to select the correct **Term** from the first pull down menu: **SUMMER 2008**. We will identify and correct the appropriate DEPT/COURSE/SECTION information by matching to ACES.

- 3) After all the course information is selected, book information is added. Be certain to select the **ADD THIS TITLE** button for each title. Otherwise the book will not be “adopted” for the course.
- 4) When all books are added, the requisition must be reviewed by selecting: **REVIEW REQUISITION**.
- 5) The Requisition is still not completely processed and sent until the **SUBMIT REQUISITION** button is selected. Most online requisition problems are due to this button not being selected to finalize the process.

The next screen should give the following message:

Requisition Submitted

Requisition #WCR000xxxxx has been successfully submitted to the bookstore.

- 6) **The instructor should receive an automatic email confirmation indicating the requisition was received by the Textbook Store. If the Instructor does not receive a confirmation email within 24 hours of submitting the requisition, they will need to contact the Textbook Store at 684-6793 or textbook@notes.duke.edu to make certain the requisition has been received.**

