

## INSTRUCTIONS FOR SUBMITTING ONLINE REQUISITIONS

Online Textbook Requisition processing becomes available in tandem with updates to ACES. Requisitions may also be submitted by email to [textbook@notes.duke.edu](mailto:textbook@notes.duke.edu), by fax to (919) 684-8619, or dropped off at the Textbook Store. Below are some helpful steps for submitting textbook requisitions online.

- 1) From the Duke University Stores home page, choose Books/Textbook Store or go directly to <http://www.dukestores.duke.edu/textbook.php>. Select the Faculty Resources link on the left sidebar. Then click on Textbook Requisitions. Alternatively, you can go to <http://www.dukestores.duke.edu/textbook/requisitions.php>. Now click on ORDER ONLINE!
- 2) Login or create an account if you haven't already. Once in, choose Create a Requisition. Verify your contact information and click Next. Please be certain to select the correct term if there are more than one on the pull-down menu.
- 3) For Summer session courses, departments will be identified using the following format:

SUMMER SESSION (S1 or S2)-(DEPT ABBREVIATION)  
For example: S1-ECON or S2-MATH

Select your department and Save. Further instructions appear on each page.

- 4) 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.
- 5) When all books are added, the requisition must be reviewed by selecting **REVIEW REQUISITION**.
- 6) 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.**

- 7) **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](mailto:textbook@notes.duke.edu) to make certain the requisition has been received.**