INSTRUCTIONS FOR SUBMITTING ONLINE REQUISITIONS

Online Textbook Requisition processing becomes available in tandem with updates to STORM. Requisitions may also be submitted by email to textbook@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 select the Summer session in which the course will be held (Summer 1, Summer 2, or Summer Full)

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 to make certain the requisition has been received.