

## PO Line

Field	Description	Field Location in Alma	Additional Information	Data Type	Data Size
Access Model	The public access model for the electronic resource.	Acquisitions > All PO Lines > Activation Information section	Available only for electronic resources.  The values are configured in the Access Model code table.	VARCHAR	4000
Acquisition Method	The code of the method by which the PO Line is acquired, with the default value set as PURCHASE.  This value may change when the PO Line is sent.	--	See the Acquisition Method Code table.	VARCHAR	255
Acquisition Method Description	The description (label) of the acquisition method.	Acquisitions > All PO Lines > PO Line Information section  The label in Alma is Acquisition method.		VARCHAR	4000
Additional Order Reference	An additional identifier for the PO line.	Acquisitions > All PO Lines > PO Line Information section  The label in Alma is Additional PO Line Reference Field.		VARCHAR	255
Application	Used for identifying migrated PO lines.	--	Data is stored in the DB and not exposed in the Alma UI.	VARCHAR	255
Assigned To	The user to which the order is assigned.	Acquisitions > All PO Lines > Left pane		VARCHAR	255
Associated PO Line	The PO line associated with the current one.	Acquisitions > All PO Lines > PO Line Information section		VARCHAR	255
Association Type	The type of association between PO lines. Defined by a user, process, or job.	Acquisitions > All PO Lines > Associated PO Lines link	Available when there is an associated PO line	VARCHAR	255
Cancellation Reason	Code for the reason that a PO line is canceled. Displayed only for canceled PO lines.		The cancellation reason label appears in the History link. To match the label from the PO line History page to the code in analytics, see the PO Line Cancellation Reasons Code table at Configuration > Purchase Orders > PO Line	VARCHAR	255

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			<p>Cancellation Reasons.</p> <p>The cancellation reason is selected when cancelling a PO line.</p>		
Cancellation Restriction	Indicates if the cancellation restriction note is displayed when cancelling of a PO line, which contains a warning about the cancellation.	Acquisitions > All PO Lines > PO Line Information section	Possible values are Yes/No.	VARCHAR	4000
Cancellation Restriction Note	The warning to be displayed when canceling a PO line when Cancellation Restriction is selected in Alma.	Acquisitions > All PO Lines > PO Line Information section	Displayed when Cancellation Restriction is selected.	VARCHAR	4000
CKB ID	When clicking <b>Order</b> from an Electronic Collections search, a CKB ID (Central Knowledgebase ID) is stored as a reference to the electronic collection ID, rather than an MMS ID.	<p>Acquisitions &gt; All PO Lines &gt; PO Line Information section</p> <p>The label in Alma is CKB ID.</p>	Not available when there is an MMS ID.	VARCHAR	50
Claiming Date	The date on which the PO line is sent to the claims task list.	--	<p>Determined by adding the number of days in the claiming grace period to the expected receipt/activation date.</p> <p>Calculated from the "Claiming grace period (days)" field on the Acquisitions &gt; All PO Lines &gt; Vendor Information section.</p> <p>For more information, see <a href="#">Criteria for Marking PO Lines as In Claim</a>.</p>	DATETIME	
Claiming Date (Calendar)	Claiming Date without a timestamp	--		DATE	
Currency	The currency of the transaction.	Acquisitions > All PO Lines > Pricing and Funding section > next to the List Price field		VARCHAR	3
Discount	The discount amount.	<p>Acquisitions &gt; All PO Lines &gt; Pricing and Funding section</p> <p>The label in Alma is Discount (amount).</p>		DOUBLE	
ERP Number	The Enterprise Resource Planning number of the purchase order.	--	<p>Used by customers that want the purchase order to be approved by an ERP system before it is sent to the vendor.</p> <p>For more information, see <a href="#">Orders Export</a> in the Developers Network.</p>	VARCHAR	255

Field	Description	Field Location in Alma	Additional Information	Data Type	Data Size
Expected Activation Date	The expected date for the resource activation by vendor for electronic PO lines.	Acquisitions > All PO Lines > Vendor Information section	Only for electronic PO lines.	DATE	
Expected Activation Interval	For electronic PO Lines, the number of days after ordering that you expect electronic orders to be activated.	Acquisitions > All PO Lines > Vendor Information section  The label in Alma is Activation due after ordering (days).	Only for electronic PO lines.	DOUBLE	
Expected Receipt after Ordering Interval	For physical PO Lines, the number of days after ordering that you expect physical orders to be received.	Acquisitions > All PO Lines > Vendor Information section  The label in Alma is Expected receipt after ordering (days).	Only for physical PO lines.	DOUBLE	
Expected Receipt Date	For physical PO lines, the expected date for physical items to be received from the vendor.	Acquisitions > All PO Lines > Vendor Information section  The label in Alma is Expected receipt (date).	Only for physical PO lines.	DATE	
Interested Users	Displays the interested users for the PO line. If more than one user is added to the PO line, values are concatenated.	Acquisitions > All PO Lines > Interested Users section	Note that to search for a specific user, you should use the contain filter to also find cases where more than one user was added to the PO.	VARCHAR	4000
Invoice Status	The status of the invoice.	Acquisitions > All PO Lines > PO Line Information section		VARCHAR	4000
Is Claimed	Indicates if there is an open claim to the vendor. A PO line is claimed if the items were not received or if the receiving/ activation date of the PO line passed.	Acquisitions > All PO Lines > Left pane, when marked In Claim	Possible values are Yes/No.	VARCHAR	3
Item Description	The description of the ordered physical item.	Acquisitions > All PO Lines > Ordered Items section	The description entered for the PO line. Note that this field is not taken from the bibliographic details. It is useful when no item is related to the PO line. Only for physical one-time PO lines.	VARCHAR	4000
License ID	The unique ID of the license of the PO line that is relevant for electronic PO lines.	--	Available only for electronic resources. Data is stored in the DB and not exposed in the Alma UI.	VARCHAR	50
List Price	The list price for a single copy of the item.	Acquisitions > All PO Lines > Pricing and Funding section		DOUBLE	

Field	Description	Field Location in Alma	Additional Information	Data Type	Data Size
Manual Renewal	Indicates whether the PO line is renewed manually or automatically.	Acquisitions > All PO Lines > Renewal Information section	Yes for manual and No for automatic. Relevant for standing orders and subscriptions.	VARCHAR	3
Material Supplier	The vendor supplying the material being ordered.	Acquisitions > All PO Lines > Vendor Information section	This is a concatenation of: vendor name (name code)/account description (account code).	VARCHAR	800
Material Type	The material type of the PO line.	Acquisitions > All PO Lines > PO Line Information section	For example: Book.	VARCHAR	4000
Net Price	A calculation of the total price for the PO line based on the list price per copy, the discount, and the number of copies ordered.	Acquisitions > All PO Lines > Pricing and Funding section		DOUBLE	
No Charge	Indicates if there is a charge for the PO line.	Acquisitions > All PO Lines > Pricing and Funding section	Yes / No	VARCHAR	10
Note To Vendor	Notes to the vendor.	Acquisitions > All PO Lines > Vendor Information section		VARCHAR	2000
Order Line Type	The order line type as it appears in the order in Alma.	Acquisitions > All PO Lines > PO Line Summary section  Does not have a label in the Alma UI.	See the PO Line Type Code table.	VARCHAR	4000
Order Line Type Code	The code for the Purchase Order line type.	--	See the PO Line Type Code table.	VARCHAR	255
PDA Code	The patron driven acquisition code.	Acquisitions > All PO Lines > (Electronic Resource) > Ordered Portfolios section> [Edit] >Acquisitions section> View PDA Details  The label in Alma is Code.	Only if the PO line was created by a PDA process.	VARCHAR	4000
PDA Name	The patron driven acquisition name	Acquisitions > All PO Lines > (Electronic Resource) > Ordered Portfolios section> [Edit] > Acquisitions Tab  The label in Alma is PDA.	Only if the PO line was created by a PDA process.	VARCHAR	4000

Field	Description	Field Location in Alma	Additional Information	Data Type	Data Size
PO Approval Date	The date the PO was approved.	Acquisitions > All PO Lines > Record View.		DATE	
PO Approval Date and Time	The date and time that the PO was approved.			DATE	
PO Creation Date	The timestamp of the PO creation date.	Acquisitions > All PO Lines > PO Line Summary section > [PO link] > Information Icon  The label in Alma is Created on.		TIMESTAMP	
PO Creation Date (Calendar)	PO creation date without a timestamp.	--		DATE	
PO Creator	The user that created the PO (user name).	Acquisitions > Review (PO) > Right Pane > Information Icon  The label in Alma is Created by.		VARCHAR	255
PO Line Binding During Receiving	Indicates if the PO line is marked for binding during receiving (for physical items).	Acquisitions > All PO Lines > Receiving Information section  The label in Alma is Binding during receiving.	Relevant only for physical items.  Possible values are Yes/No.	VARCHAR	4000
PO Line Creation Date	The timestamp of the PO line creation date.	Acquisitions > All PO Lines > History link > Info icon  The label in Alma is Created on.		TIMESTAMP	
PO Line Creation Date (Calendar)	PO line creation date without a timestamp.	--		DATE	
PO Line Creator	The user that created the PO line (user name).	Acquisitions > All PO Lines > History link > Info icon  The label in Alma is Created by.		VARCHAR	255
PO Line Identifier	The identifier of the ordered title. (ISSN or ISBN)	Acquisitions > All PO Lines > PO Line Information section  The label in Alma		VARCHAR	4000

Field	Description	Field Location in Alma	Additional Information	Data Type	Data Size
		is Identifier.			
PO Line Inventory Active Library Code	The code of the active (not deleted) library of the inventory (item).	PO Line Inventory Library Name, which matches the code, can be seen in the Ordered Items section.	Library codes are configured in Configuration > General > Add a Library or Edit Library Information	VARCHAR	4000
PO Line Inventory Library Code	The code of the library of the inventory (item).	PO Line Inventory Library Name, which matches the code, can be seen in the Ordered Items section.	Library codes are configured in Configuration > General > Add a Library or Edit Library Information	VARCHAR	4000
PO Line Label	The labels assigned to the PO line	Acquisitions > All PO Lines > PO Line Summary section	This is a repeatable field in Alma, which is concatenated in analytics. It is free-text field, configured by the user. For more information, see <a href="#">Managing Labels in the Details Pane</a> .	VARCHAR	4000
PO Line Manual Packaging	Indicates if the PO line was manually packaged into a PO.	Acquisitions > All PO Lines > PO Line Information section  The label in Alma is Manual packaging.	Possible values are Yes/No.	VARCHAR	4000
PO Line Modification Date	The timestamp of the PO line modification date.	Acquisitions > All PO Lines > History link > Info icon  The label in Alma is Last updated on.		TIMESTAMP	
PO Line Modification Date (Calendar)	PO line modification date without a timestamp.	--		Date	
PO Line Modified By	The user that modified the PO line (user name).	Acquisitions > All PO Lines > History link > Info icon  The label in Alma is Last updated by.		VARCHAR	255
PO Line Notes	The notes on the PO line.	Acquisitions > All PO Lines > Notes section	Multiple notes are separated by a semicolon.	VARCHAR	4000
PO Line Owner Library Code	The code of the PO line owner library.	Configuration > General > Add a Library or Edit Library Information > Right Pane	Library codes are configured in Configuration > General > Add a Library or Edit Library Information	VARCHAR	4000

Field	Description	Field Location in Alma	Additional Information	Data Type	Data Size
		The label in Alma is Code.			
PO Line Owner Library Name	The name of the PO line owner library.	Acquisitions > All PO Lines > PO Line Summary section  The label in Alma is PO Line Owner.		VARCHAR	4000
PO Line Reference	The business identifier of the PO line (PO Line number).	Acquisitions > All PO Lines > PO Line Summary section  The label in Alma is PO Line.	This is the PO line number in Alma.	VARCHAR	255
PO Line Routing During Receiving	Indicates if the PO line is marked for routing during receiving.	Acquisitions > All PO Lines > Receiving Information section  The label in Alma is Routing during receiving.	Relevant only for physical items.  Possible values are Yes/No.	VARCHAR	4000
PO Line Title	The title of the PO line.	Acquisitions > All PO Lines > PO Line Summary section  There is no label in Alma.		VARCHAR	4000
PO Line Vendor Title Number	A vendor-supplied number for the associated title on a PO line.	The MARC 035 field of the bibliographic record.	An identifier other than ISBN/ISSN for non-books inventory.	VARCHAR	4000
PO Modification Date	The timestamp of the PO modification date.	Acquisitions > All PO Lines > Receiving Information section  The label in Alma is Last updated on.		TIMESTAMP	
PO Modification Date (Calendar)	The PO modification date without the timestamp.	--	This date format is useful when filtering the report by date.	DATE	
PO Modified By	The user that modified the PO (user name).	Acquisitions > All PO Lines > Receiving Information section  The label in Alma is		VARCHAR	255

Field	Description	Field Location in Alma	Additional Information	Data Type	Data Size
		Last updated by.			
PO Number	The business identifier of the PO related to the PO line.	Acquisitions > All PO Lines > Left pane  The label in Alma is PO.		VARCHAR	255
Quantity for Pricing	The number of items to be paid for.	Acquisitions > All PO Lines > Pricing and Funding section.	The quantity for pricing and the number of items to create may be different in a case of discounted pricing through a deal such as "buy two items and get a third item at no additional charge".	DOUBLE	
Receiving / Activation Note	Text with which the Purchasing Operator indicates to the Receiving Operator the intended location of serial order items in which no inventory items are created.	Acquisitions > All PO Lines > Activation Information section	Activation information is only available for electronic resources.  For physical resources, the section is Receiving Information.	VARCHAR	4000
Receiving Date (Latest in POL)	This field allows you to retrieve the latest receiving date for an item in a PO line.	Acquisitions > All PO Lines > Ordered Items section> Receiving date (the most recent receiving date)	This is useful, since a PO line can have several items and each of the items may have a different receiving date.	DATE	
Receiving Status	An indication (Yes/No) of whether or not all physical items were received in the receiving workbench.	--		VARCHAR	10
Reclaim Interval (Days)	The interval number of days that Alma will send reclaim letters after the initial claim letter is sent.	Acquisitions > All PO Lines > Vendor Information section	Relevant only for physical PO lines.	NUMERIC	
Renewal Cycle	The cycle for the autorenewal job for continuous orders For example, if it is set to one year, the PO line is renewed in one year.	Acquisitions > All PO Lines > Renewal Information section	Defined in the RenewalCycle code table.  Relevant only for continuous orders.	DOUBLE	
Renewal Date	The date of the PO line's next renewal for continuous orders.	Acquisitions > All PO Lines > Renewal Information section	Relevant only for continuous orders.	DATE	
Renewal Note	The note of the PO line renewal for continuous orders.	Acquisitions > All PO Lines > Renewal Information section	Relevant only for continuous orders.	VARCHAR	4000
Renewal Reminder Period	Determines how many days before renewal an email regarding that renewal is sent.	Acquisitions > All PO Lines > Renewal Information section  The label in Alma is	Relevant only for manually renewed continuous orders.	DOUBLE	

Field	Description	Field Location in Alma	Additional Information	Data Type	Data Size
		Renewal reminder period (days).			
Reporting Code - 1-5	Five fields that store the reporting codes.		As defined in the Reporting Codes code tables.	VARCHAR	255
Reporting Code Description - 1-5	Five fields that store the description of the five reporting code fields.	Acquisitions > All PO Lines > Reporting Codes section		VARCHAR	4000
Rush	Indicates if the PO line is to be rushed.	Acquisitions > All PO Lines > Receiving Information section	Relevant only for Physical items Possible values are 0 or 1. 1 indicates a rush.	VARCHAR	4000
Sent Date	The date that the PO/ PO line is sent to the vendor.	Acquisitions > All PO Lines > PO Line Information section  For PO line - in the history link.		DATE	
Ship To Address City	The city to which to ship the physical item.	--	From the shipping address configured for the relevant library.	VARCHAR	176
Ship To Address Country	The country to which to ship the physical item.	--	From the shipping address configured for the relevant library.	VARCHAR	320
Ship to Address ID	Internal ID of the library shipping address.	--	Data is stored in the DB and not exposed in the Alma UI.	DOUBLE	
Ship To Address Line 1-5	The address to which to ship the physical item.	--	From the shipping address configured for the relevant library.	VARCHAR	784
Shipping Method	The code of the method for the vendor to ship the order.	--	Per the values in Shipping Method code table defined in the acquisition configuration menu.	VARCHAR	255
Source ID	The source file ID used for the EOD lines.	--	Data is stored in the DB and not exposed in the Alma UI.	VARCHAR	255
Source Type	The source from which the PO line originated, for example, EOD, Manual, and Migration.	Acquisitions > All PO Lines > PO Line Information section		VARCHAR	255
Status	The business status of the PO line as Active, Canceled, or Closed  There are a number of sub-statuses included in the business status "Active". See the Status (Active) field.	Acquisitions > All PO Lines > PO Line Summary section  There is no label in Alma.  (If Active, the sub-status is displayed. See the Status (Active) field).		VARCHAR	255

Field	Description	Field Location in Alma	Additional Information	Data Type	Data Size
Status (Active)	Displays the sub-status of the "Status" field. For example: Waiting for Invoice, Waiting for Manual Renewal, Recurring Renewal, Under Evaluation, Sent, In Review, Ready to Be Sent, Waiting for Packaging, and Manual Packaging.	Acquisitions > All PO Lines > PO Line Summary section. There is no label in Alma.	When the status is active.	VARCHAR	4000
Subscription From Date	The date for the beginning of a subscription for continuous orders.	Acquisitions > All PO Lines > Renewal Information section	Relevant only for subscriptions.	DATE	
Subscription To Date	The date for the end of a subscription for continuous orders.	Acquisitions > All PO Lines > Renewal Information section	Relevant only for subscriptions.	DATE	
Vendor Access Provider	The vendor that provides access to electronic resources.	Acquisitions > All PO Lines > Vendor Information section  The label in Alma is Access provider.		VARCHAR	255
Vendor Account Code	The vendor account code as defined in the Alma vendor account definitions.	Acquisitions > All PO Lines > Vendor Information section> > Material Supplier field - the fourth element	All the vendors that have been on the order, not just the active vendor.	VARCHAR	784
Vendor Account Description	The vendor account description as defined in the Alma vendor account definitions.	Acquisitions > All PO Lines > Vendor Information section> Material Supplier field - the third element	All the vendors that have been on the order, not just the active vendor.	VARCHAR	255
Vendor Code	The vendor code as defined in the Alma vendor details definitions.	Acquisitions > All PO Lines > Vendor Information section> Material Supplier field - the second element	All the vendors that have been on the order, not just the active vendor.	VARCHAR	255
Vendor Contact Person ID	The related vendor contact person ID.	--	Can be accessed by clicking on the Material Supplier in the Vendor Information section.	VARCHAR	50
Vendor Name	The vendor name as defined in the Alma vendor details definitions.	Acquisitions > All PO Lines > Vendor Information section> Material Supplier field - the first element	All the vendors that have been on the order, not just the active vendor.	VARCHAR	255

Field	Description	Field Location in Alma	Additional Information	Data Type	Data Size
Vendor Reference Number	The reference number for the PO line in Alma, as provided by the vendor Serves as a matching point for identifying a PO line in Alma.	Acquisitions > All PO Lines > Vendor Information section		VARCHAR	255
Vendor Reference Number Type	The type of the reference number.	Acquisitions > All PO Lines > Vendor Information section		VARCHAR	255