

Purchasing

This course includes the following sessions, all of which are 4-10 minutes in duration:

- [Purchasing Overview \(4 min.\)](#)
- [Creating Orders \(4 min.\)](#)
- [Purchasing Physical Items \(8 min.\)](#)
- [Purchasing Electronic Resources \(9 min.\)](#)
- [Import Records in Batch for New Orders \(6 min.\)](#)