Textbook request

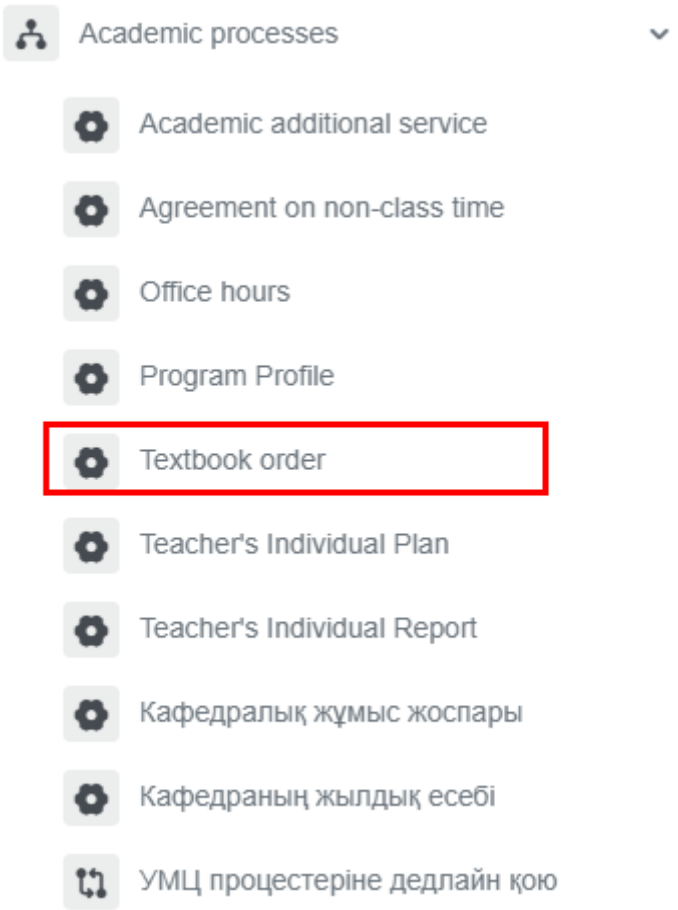
Process purpose and usage scenarios

This process is used by instructors and departments to purchase or order textbooks required for the academic process. It is applied in the following cases:

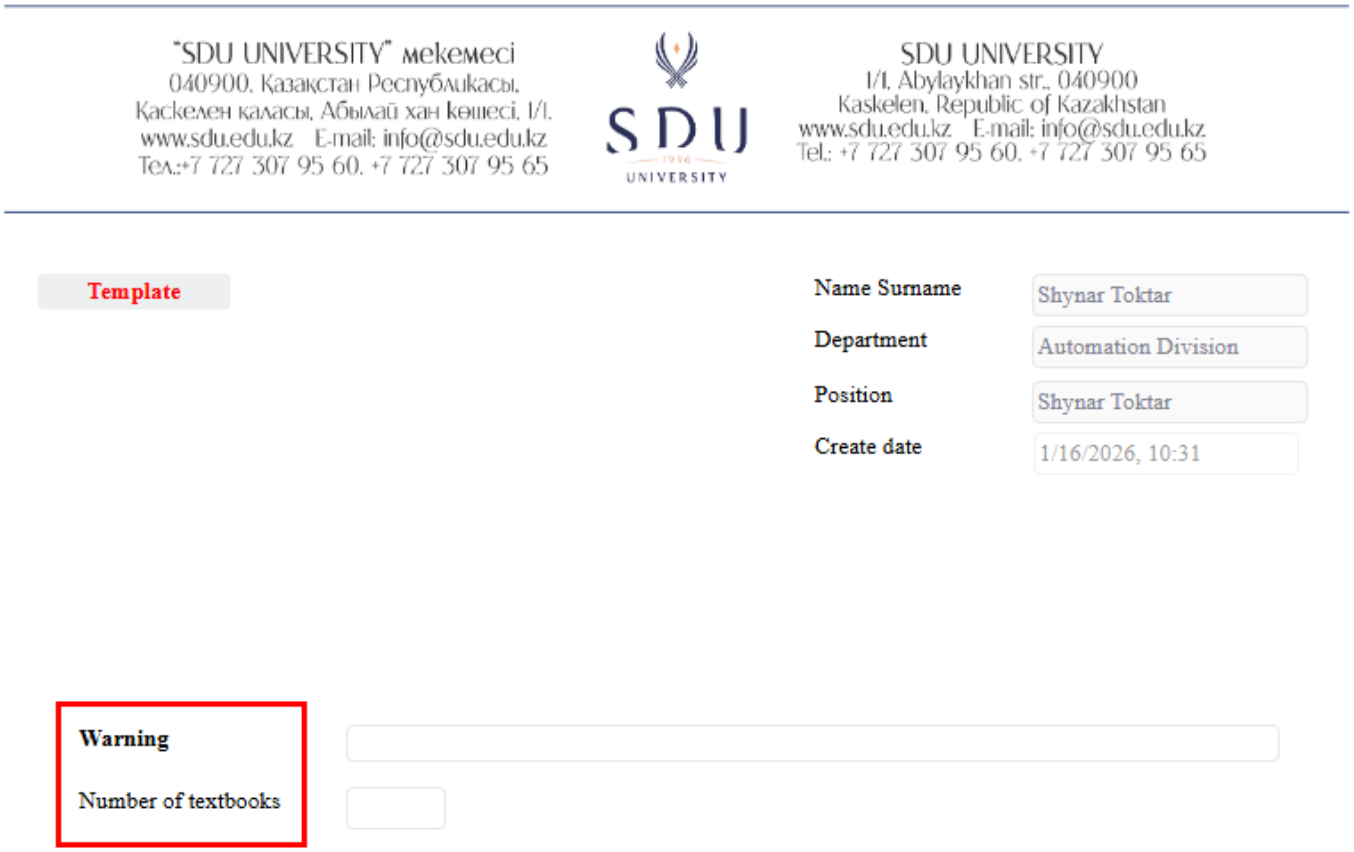
- Advance planning of textbooks required for the new academic year
- Purchasing textbooks that are not available in the existing library collection
- Ordering updated or revised editions of textbooks

How can I initiate the Textbook request process in the DMS system?

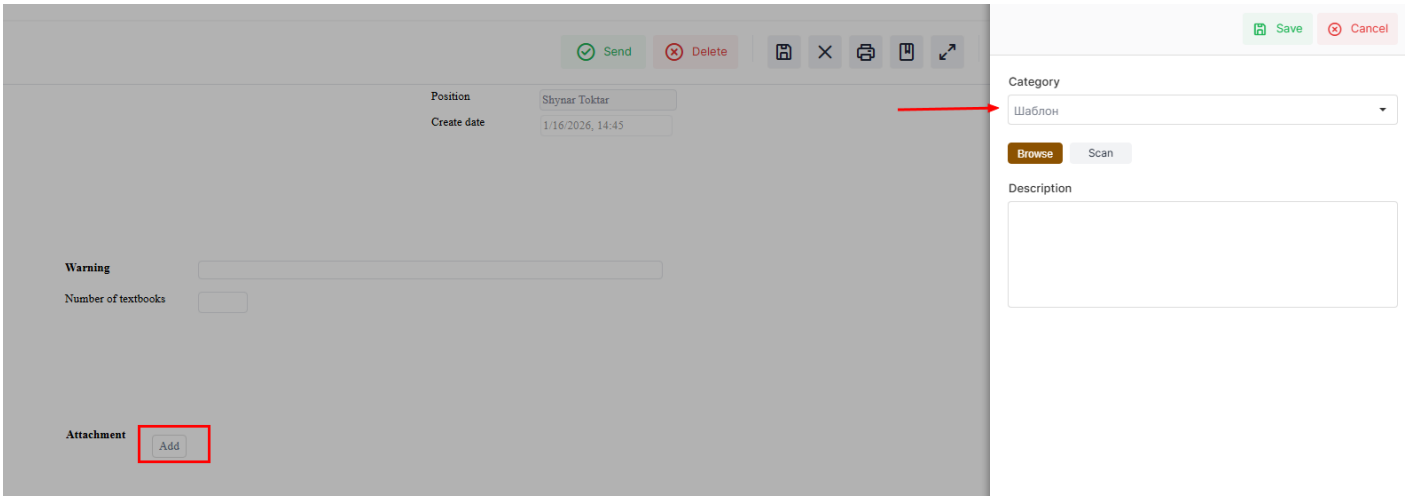
1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **Academic processes → Оқулыққа тапсырыс / Textbook request** process**.**



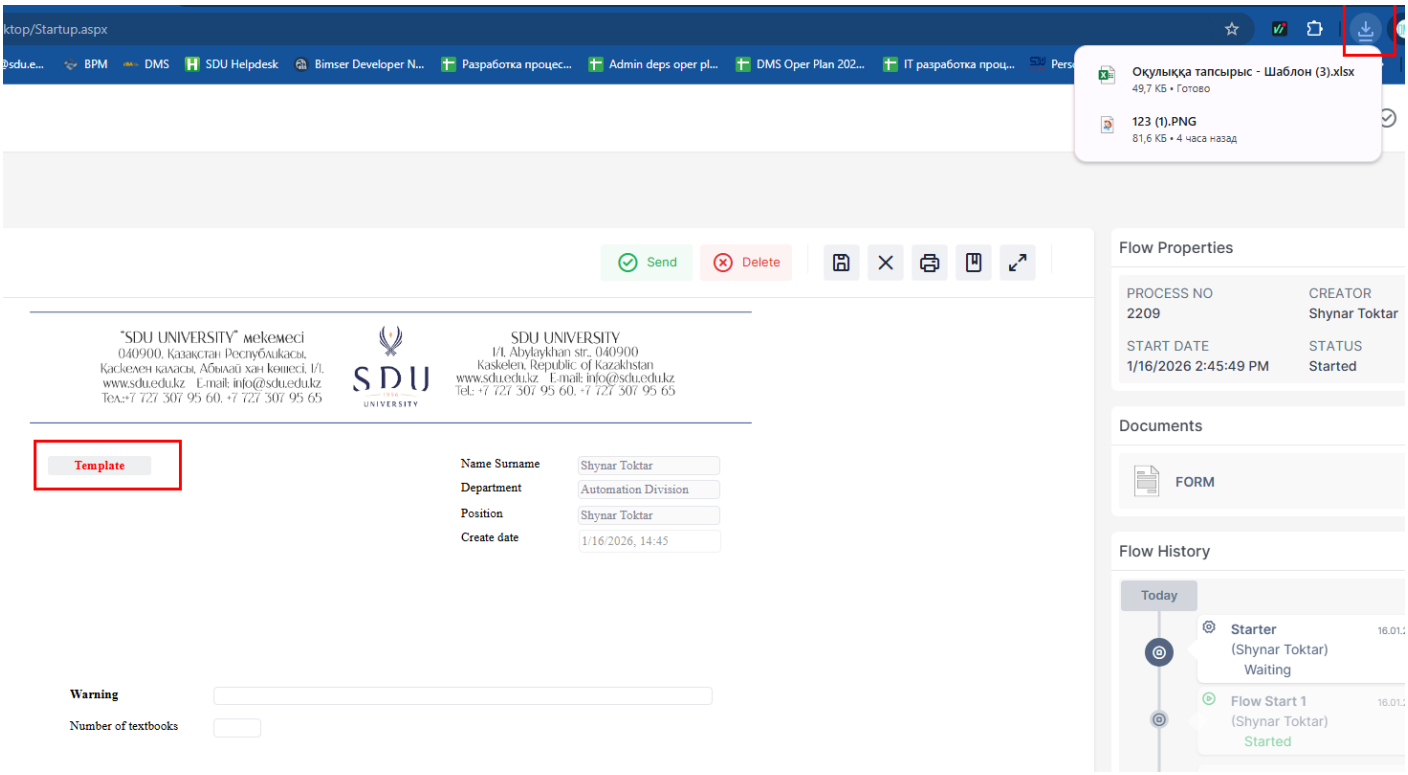
2. All fields must be filled in.



3. When the “Add” button is clicked, a new window opens where two categories on the left can be selected: template and invoice for payment.



4. To fill in the template, click the button on the left side of the form. After clicking the button, the template will be downloaded. Then you can open the template from the downloaded files and fill it in.



5. This is a sample of the template. Make sure to fill in all the required columns and upload it as an attachment.

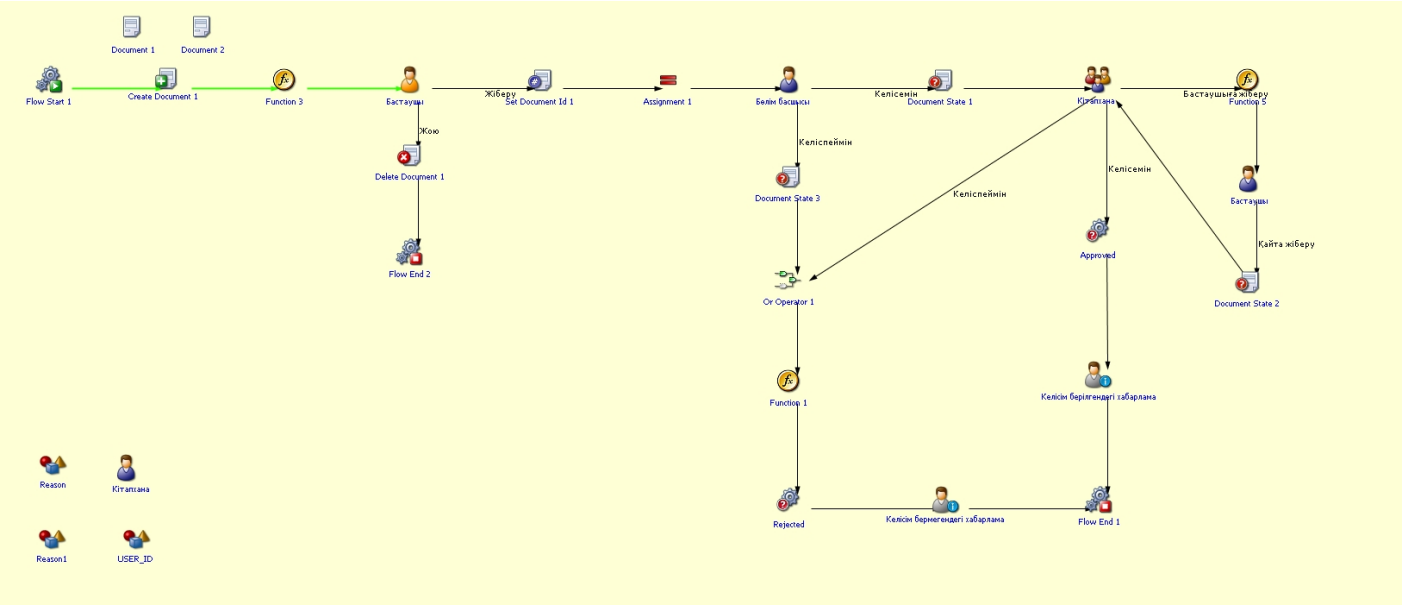
%D1%82%D1%83%D1%82.05.02.25.4.PNG

6. Once the required information is provided, click the "**Submit** / **Жіберу**" button.



Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

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