PROCESS NAME	CODE	PROCESS TIME
PURCHASING-PUBLICATIONS	KDDB-15	It varies according to the type and language of the publication.

RESPONSIBLES	PROCESS
PURCHASING OFFICER	START
	Printed Publications
Academic Librarian and Market Research Commission	The list of publications prepared by the Publication Purchase Officer and Market Research is delivered to the Purchasing Office.
PURCHASING OFFICER	İhale Onay Belgesi hazırlanır ve Harcama Yetkilisine imzalatılıp evrak numarası alınır. — Certificate of approval
PURCHASING OFFICER	Firmalardan gelen teklifler değerlendirilip, Piyasa Fiyat Tespit Tutanağı doldurulur ve alımın yapılacağı firma belirlenir — Market Price Determination Report
Material Acceptance Commission	Yayınlar, Muayene Kabul Komisyonu tarafından kontrol edilerek eksiksiz teslim alınır.
Material Registration Control Officer	Faturası gelince yayın listesi Maliye Bakanlığı Taşınır Sistemine aktarılarak Taşınır İşlem Fişi kesilir. — Material Transaction Receipt
	Databases
Librarian	The databases requested in accordance with the requirements of the academic units are opened to Trial Access; Trial statistics are examined, cost analysis is done and those whose subscriptions are decided are determined. As a result, the consortium / vendor is contacted.
Certificate of approval	Bid Approval Document is prepared and signed by the Expenditure Authority and document number is obtained.
	The access link and content information reported by the Consortium / Seller firm are checked.
	If access is OK, only one certificate of authorization with invoice and apostille stamp is requested.
Purchasing Officer	As for the invoice and the Single Authorization Document, the invoice is translated and approved in the Foreign Languages Department.
	Payment Order Document is prepared. — Payment Order Document
	The document is sent to the Strategy Development Department for payment.
	FINISH