


Library Subscription Invoicing

Individual Libraries

Individual libraries invoiced directly via punctum books are invoiced under item code **9902**. Make sure to add the period of the subscription (available on the Trello card), and if it's a multi-year contract, which year. Add a PO number if applicable.

University of Waterloo

 Haley Guscott
invoicing@library.uwaterloo.ca

Invoice Date
March 27, 2025

Due Date
May 26, 2025

Partial/Deposit

Invoice Number
250327-0847

PO Number
POL-11434

Discount
Percent ▾

Item	Description	Unit Cost	Quantity	Line Total	⌵
9902	Annual Supporting Library Membership Fee: 1 Year, (05/01/2025 to 04/30/2026). Amounts in CAD.	3400.00	1	\$3,400.00	⋮
			1	\$0.00	⋮

For invoices in non-USD dollars (AUD, CAD, etc.) specify the currency clearly in the description, because the invoice itself only contains an ambiguous \$ sign.

- In the top menu, click **Mark Sent**
- **Download** the invoice PDF and save it in the appropriate library folder
- Go back to the **Invoices** overview
- Click the invoice **Number**
- Click **Copy Link** in the pop-up screen, use that link in the invoice email to the library
- For international/new libraries, include a link to our [payment options](#) in the email
- Mark the Trello card that the invoice has been sent

OBC

Invoices are sent to the OBC based on their monthly reporting to us. OBC invoices carry item code **9912**. The PO number is provided in the monthly report.

There are several OBC clients depending on the currency of the invoice. Currently there are Open Book Collective client accounts for USD, CAD, EUR, and GBP. Be sure to select the right account.

Open Book Collective (GBP)
☒ **Francesca Corazza**
francesca@openbookcollective.org

Invoice Date
March 7, 2025

Due Date
June 5, 2025

Partial/Deposit

Invoice Number
250307-0838

PO Number
0142

Discount
Percent

Item	Description	Unit Cost	Quantity	Line Total	
9912	Open Book Collective payment in the framework of the punctum books Supporting Library Membership Program: Birmingham City University. subscription length: 12 months.	1350.00	1	£1,350.00	
			1	£0.00	

- In the top menu, click **Mark Sent**
- **Download** the invoice PDF and save it in the appropriate library folder
- Go back to the **Invoices** overview
- Click the invoice **Number**
- Click **Copy Link** in the pop-up screen, use that link in the invoice email to our OBC contact: Francesca Corazza (francesca@openbookcollective.org)
- Mark the Trello card that the invoice has been sent

Lyrasis

Invoices are sent to Lyrasis when we get an email for a new subscription. This email usually contains a spreadsheet with basic information on the subscription as well as a PO number. Save the spreadsheet in the appropriate library folder. Lyrasis invoices carry item code **9913**.

LYRASIS
☒ **Sharla Lair**
Sharla.Lair@lyrasis.org
☒ **Stephanie Moreland**
stephanie.moreland@lyrasis.org

Invoice Date
May 24, 2025

Due Date
June 23, 2025

Partial/Deposit

Invoice Number
250524-0886

PO Number
0009600

Discount
Percent

Item	Description	Unit Cost	Quantity	Line Total	
9913	Lyrasis payment in the framework of the punctum books Special Collections Program:	13113.38	1	\$13,113.38	
			1	\$0.00	

- In the top menu, click **Mark Sent**
- **Download** the invoice PDF and save it in the appropriate library folder
- Go back to the **Invoices** overview
- Click the invoice **Number**
- Click **Copy Link** in the pop-up screen, use that link in the invoice email to our Lyrasis contact: Maximilian Stecker (max.stecker@lyrasis.org)

- Mark the Trello card that the invoice has been sent

Jisc

Invoices are sent to Jisc when we get and email for a new subscription. This email usually contains a spreadsheet with basic information on the subscription as well as a Sales Order (PO) number. Save the spreadsheet in the appropriate library folder. Jisc invoices carry item code **9910**.

Jisc Services Limited <input checked="" type="checkbox"/> Blank Contact <small>Accounts@jisc.ac.uk</small>		Invoice Date August 13, 2024		Invoice Number 240813-0738	
		Due Date October 12, 2024		PO Number LSM-000002848	
		Partial/Deposit		Discount	Percent

Item	Description	Unit Cost	Quantity	Line Total	
9910	Jisc payment in the framework of the punctum books Supporting Library Membership Program: University of York	2000.00	1	£2,000.00	
			1	£0.00	

- In the top menu, click **Mark Sent**
- **Download** the invoice PDF and save it in the appropriate library folder
- Go back to the **Invoices** overview
- Click the invoice **Number**
- Click **Copy Link** in the pop-up screen, use that link in the invoice email to our the Jisc Accounts team (accounts@jisc.ac.uk). Attach the invoice PDF as well
- Mark the Trello card that the invoice has been sent

Revision #2

Created 15 April 2025 18:53:47 by Vincent

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