

# Acquisitions portal guide

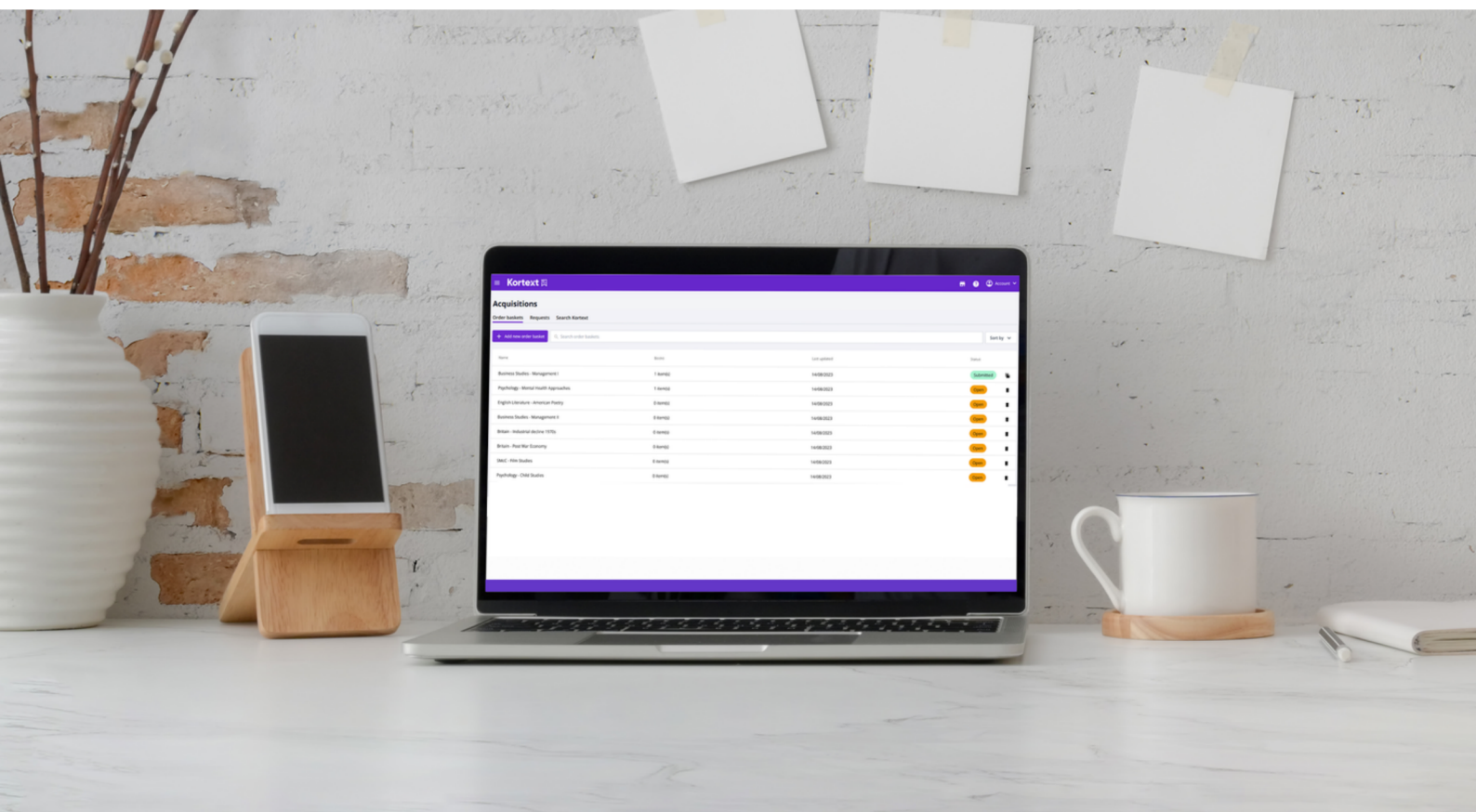
# Acquisitions portal guide

As a librarian, if the acquisition portal is enabled at your institution, you will see the acquisition icon in your menu when you log in. This will take you to the portal.

The portal offers a quick and easy purchase order system. Recent enhancements mean searching, selecting and comparing material has never been easier, and you can order content from over 4700 publishers.

Features of the Acquisition Portal include:

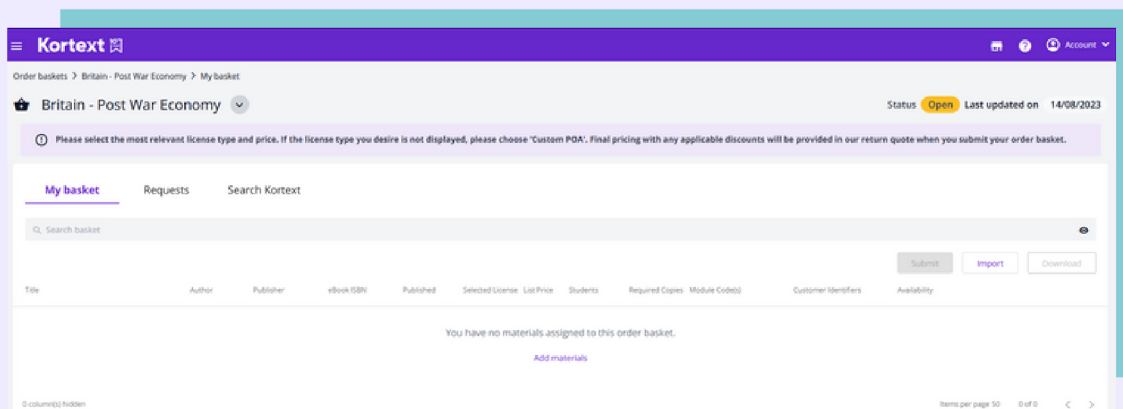
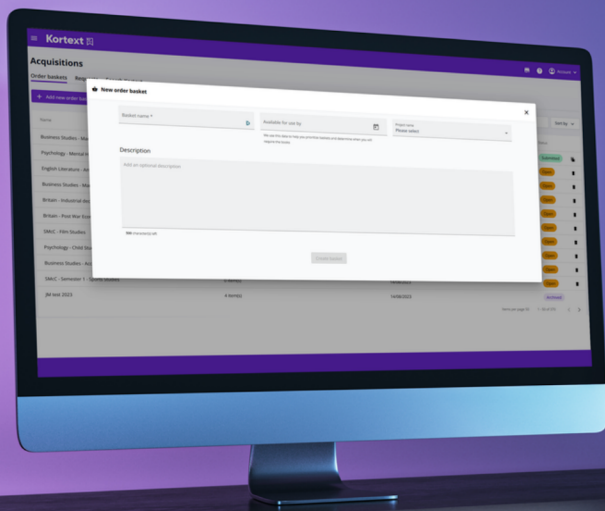
- **Order baskets** – easily review, manage and order books
- **Upfront pricing** – see pricing and licence types as you browse
- **Manually searching** – search books by ISBN, book title or author
- **Import reading lists** – save time by uploading your reading lists into your order basket
- **Availability** – see instantly if a book is available
- **Basket rollover and export** – duplicate baskets and export a list of titles to share with others



## Order baskets

On the order baskets page, you can either select one of your open order baskets or you can create a new one by:

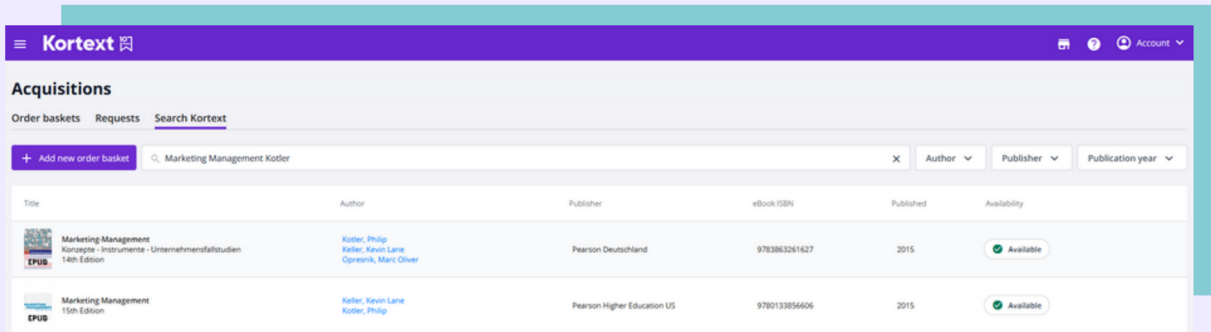
1. Tap on 'Add new order basket' on the menu in the middle of your screen or the button in the top right.
2. Name your order basket and select your project name from the drop-down list.
3. Tap the 'Add order basket' button to complete its creation. Once you have done this, you'll be taken straight into the basket.
4. Simply tap 'Add materials' to begin searching for books.





## Manually searching

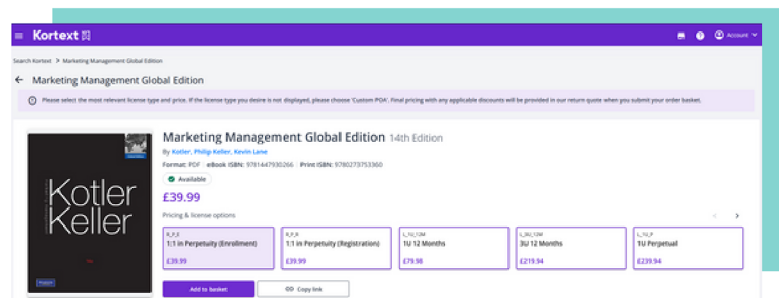
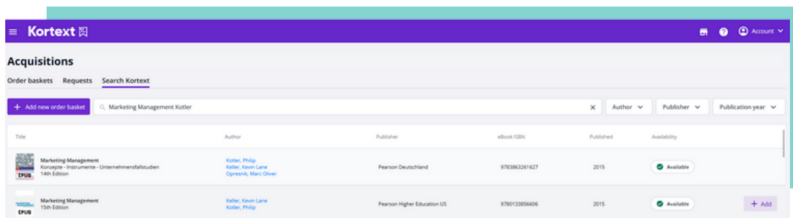
Now that you are in your open basket, simply select 'Search Kortext' from the toolbar which will allow you to conduct a manual search of Kortext's entire inventory.



To conduct said manual search, enter a book title, author, ISBN or publisher in the search bar and hit the return key to submit your search.

The results will appear below and can be filtered by author name, the publisher and the year published.

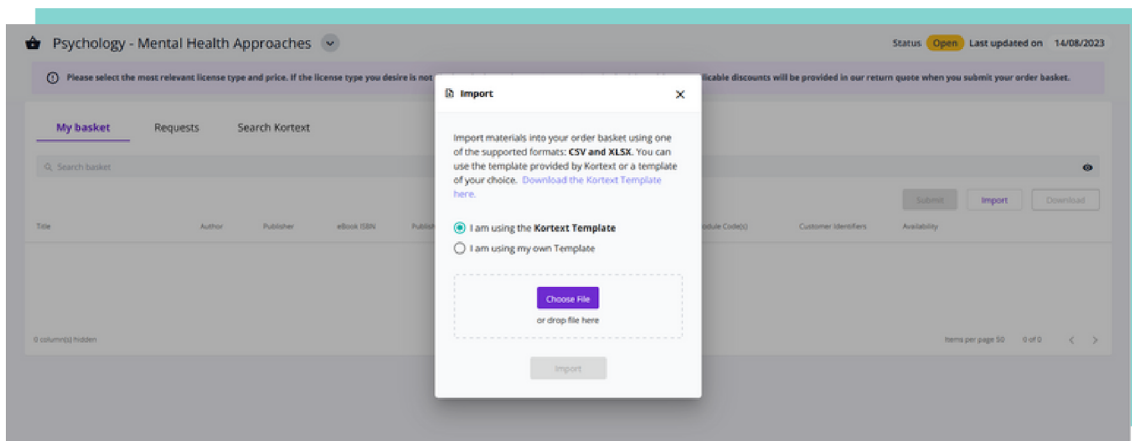
To add a book to your basket, tap '+Add' to the right of your screen, or select the book's title. This will provide you with more information about the book and enable you to select pricing and add the book to your basket.





## Importing a title or reading list

You can import your own title list into Kortext. Alternatively, if you use a reading list management system, it is possible to export your reading lists from your chosen system into Kortext. By tapping on 'Import', you can import a .CSV or an Excel file containing your booklist.

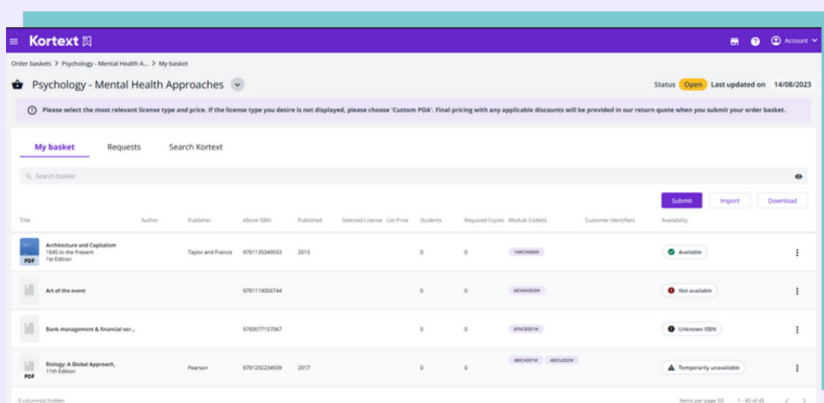


## Availability

Once you've imported your booklist, the results will appear on screen.

If the title status is available, this means you can purchase on the Kortext Arcturus platform. If it is flagged as being a title request, this means that if the ISBN is not associated with any product on Kortext an automatic title request is generated to the publisher, to see if they can send the file once the basket is submitted.

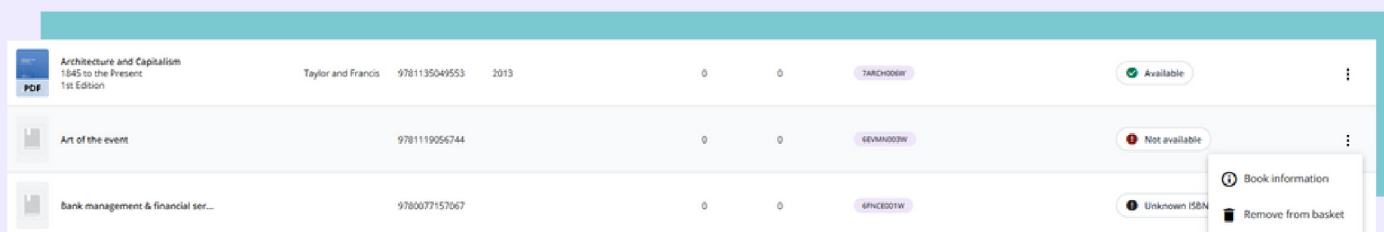
If a title is flagged as unknown, tap 'Search Kortext', which will use the book's title to search the inventory for potential matches.






## Submitting an order basket

If you would like to remove anything from your order basket:

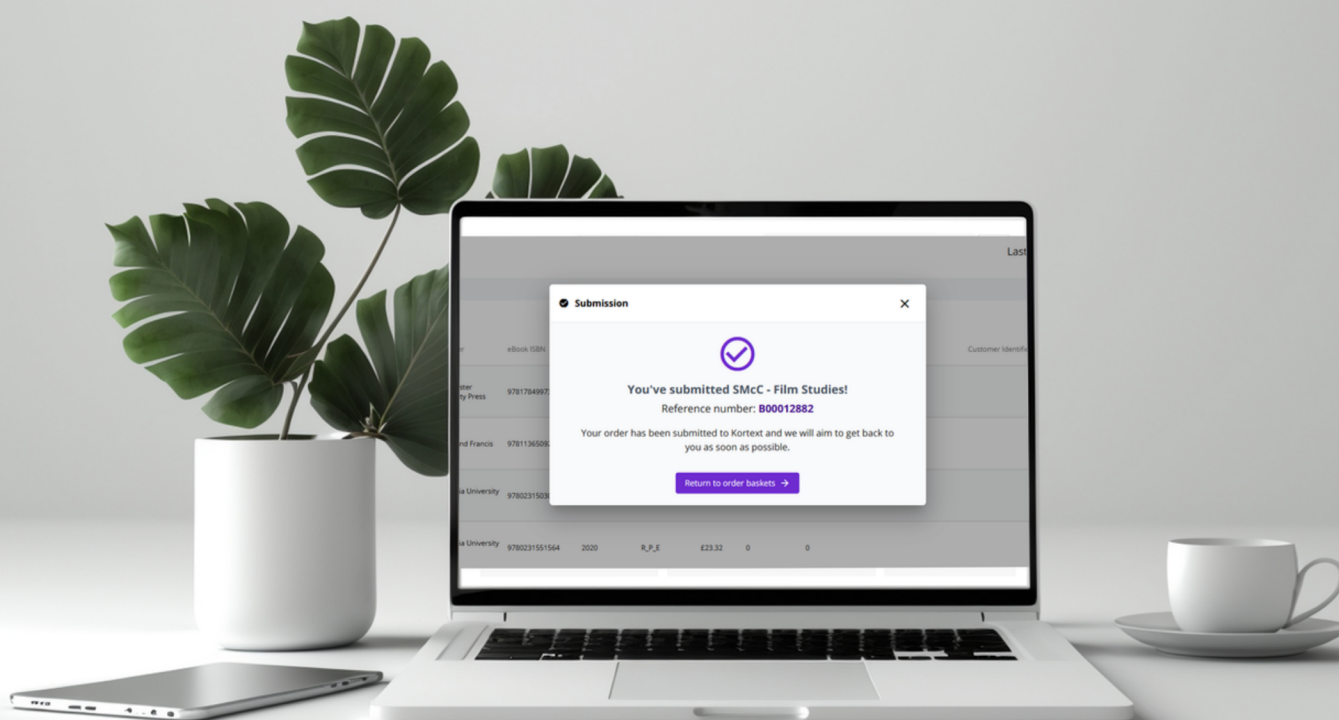
1. Firstly, select the three dots next to the title you'd like to remove and tap 'Remove from basket'.
2. Once you're happy you've added everything you need to your basket, you can submit it by simply tapping on 'Submit'.
3. Once you've submitted your order basket, take note of the reference number and leave the rest to us!



 Architecture and Capitalism 1845 to the Present 1st Edition	Taylor and Francis	9781135049553	2013	0	0	TARCD008W	Available	⋮
 Art of the event		9781119056744		0	0	GEVIA003W	Not available	⋮
 Bank management & financial ser...		9780007157067		0	0	6HCE001W	Unknown ISBN	⋮

Book information

Remove from basket





**Kortext** 

For help, please visit:

[support.kortext.com](https://support.kortext.com)