 Search vendors:

**Vendor search** [Orders search](#)

[Home](#) > [Acquisitions](#) > Search for vendor

[Baskets](#)

[Basket groups](#)

[Contracts](#)

[Invoices](#)

[Uncertain prices](#)

[Show all baskets](#)

Cambridge University Press

No pending baskets

1. Choosing vendor and adding a new basket

### Add a basket to Cambridge University Press

**Basket name:**

*Required*

**Billing place:**

**Delivery place:**

**Vendor:**

**Internal note:**

**Vendor note:**

**Orders are standing:**

☐

Standing orders do not close when received.

[Cancel](#)

## 2. Adding orders to the basket

The screenshot shows the Koha Acquisitions interface. The browser address bar indicates the URL: `kohastaffsandbox.ptfs-europe.co.uk/cgi-bin/koha/acqui/basket.pl?basketno=3`. The page header includes navigation links: Circulation, Patrons, Search, and More. The Koha logo is displayed on the left, and a search vendors field is on the right. Below the logo, there are tabs for Vendor search and Orders search. The breadcrumb trail reads: Home > Acquisitions > Cambridge University Press > Basket CUP/Serial/001 (3) for Cambridge University Press. The main content area features a table with basket management actions: Add to basket, Edit basket, Delete this basket, and Export as CSV. Below this is the title 'Basket CUP/Serial/001 (3) for Cambridge University Press'. The table contains the following details:

Delivery place:	Alphaville
Billing place:	Alphaville
Created by:	Test
Managed by:	<input type="button" value="Add user"/> <input type="button" value="Save changes"/>
Library:	No library <input type="button" value="Alphaville"/> <input type="button" value="Change"/>
Opened on:	21/07/2017
Orders are standing:	No

3. For serials,  
we choose from  
a subscription  
(subscription  
details are already entered in the serial module)

Koha > Acquisitions

← → ↺ ↻

kohastaffsandbox.ptfs-europe.co.uk/cgi-bin/koha/acqui/basket.pl?basketno=3

Apps

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Circulation

Patrons

Search

More



Search vendors:

Submit

Vendor search

Orders search

Home > Acquisitions > Cambridge University Press > Basket CUP/Serial/001 (3) for Cambridge University Press

Acquisitions

> Acquisitions home

> Late orders

> Invoices

> EDIFACT messages

Administration

> Administration home

> Budgets

> Funds

> Currencies

> EDI accounts

> Library EANs

+ Add to basket

Edit basket

Delete this basket

Export as CSV

Basket CUP/Serial/001 (3) for Cambridge Univ

Delivery place:

Alphaville

Billing place:

Alphaville

Created by:

Test

Managed by:

Add user

Save changes

Library:

No library Alphaville

Change

Opened on:

21/07/2017

Orders are standing:

No

Add order to basket

From an existing record:

Search

From a suggestion

From a subscription

From a new (empty) record

From an external source

From a staged file

From titles with highest hold ratios

Cancel

Koha > Serials

Koha > Catalog > Details

Koha > Serials > Details

kohastaffsandbox.ptfs-europe.co.uk/cgi-bin/koha/acqui/newordersubscription.pl?ISSN\_filter=&title\_filter=&publisher\_filter=&supplier\_filter=&branch\_filter=&searched=1&booksellerid=1&basketno=3

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Circulation Patrons Search More

**koha**

Search vendors:

Submit

Vendor search Orders search

Home > Acquisitions > Cambridge University Press > Basket 3 > Add order from a subscription

### Serials subscriptions

☐ Show only renewed

Showing 1 to 2 of 2 Show 20 entries << First << Previous Next >> Last >> Search:

ISSN	Title	Notes	Vendor	Library	Call number	Expiration date	
	<a href="#">Journal of Statistical Physics [electronic resource]</a> .		Cambridge University Press			31/12/2017	<a href="#">Order</a>
0009-7330	<a href="#">Circulation Research</a>		Cambridge University Press	Alphaville		31/12/2017	<a href="#">Order</a>

Showing 1 to 2 of 2 << First << Previous Next >> Last >>

Advanced search

ISSN:

Title:

Publisher:

Vendor:

Library:

4. Selecting a serial 'circulation research' from the list by clicking order. The page that follows this has parameters such as booksellerid, basketno, biblionumber and subscriptionid with values passed by the system.



Search vendors:

Submit

Vendor search

Orders search

Subscription ID is passed to add a new order

Home > Acquisitions > Cambridge University Press > Basket 3 > New order

## Acquisitions

- > Acquisitions home
- > Late orders
- > Invoices
- > EDIFACT messages

## Administration

- > Administration home
- > Budgets
- > Funds
- > Currencies
- > EDI accounts
- > Library EANs

## New order

### Basket details

Managed by: Test

Open on: 21/07/2017

### Patrons

To notify on receiving:

Add user

### Catalog details [Edit record](#)

Title: Circulation Research

Author:

Publisher: American Heart Association

Edition:

Publication year:

ISBN:

Series:

### Accounting details

Quantity: 1 Required

Fund: mathematics Required Show inactive: ☐

Currency: GBP

Vendor price: 200 (tax exc.)

Uncertain price: ☐

Discount: 0.0000 %

Replacement cost: 200.00 (adjusted for GBP, tax exc.)

Budgeted cost: 200.00 (tax exc.)

Total: 200.00 (budgeted cost \* quantity)

Actual cost:

Koha > Acquisitions > x Koha > Catalog > Det x Koha > Serials > Det x

kohastaffsandbox.ptfs-europe.co.uk/cgi-bin/koha/acqui/basket.pl?basketno=3

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Circulation Patrons Search More

**koha** Search vendors:

[Vendor search](#) [Orders search](#)

Home > Acquisitions > Cambridge University Press > Basket CUP/Serial/001 (3) for Cambridge University Press

**Acquisitions**

- > Acquisitions home
- > Late orders
- > Invoices
- > EDIFACT messages

**Administration**

- > Administration home
- > Budgets
- > Funds
- > Currencies
- > EDI accounts
- > Library EANs

+ Add to basket Edit basket Delete this basket Close this basket Export as CSV E-mail order

### Basket CUP/Serial/001 (3) for Cambridge University Press

**Delivery place:** Alphaville  
**Billing place:** Alphaville  
**Created by:** Test  
**Managed by:**    
**Library:** No library    
**Opened on:** 21/07/2017  
**Orders are standing:** No

### Orders

☐ Show all details

Showing 1 to 1 of 1 Show  entries     Search:

No. ^	Order ^	RRP tax exc. ^	ecost tax exc. ^	Qty. ^	Total tax exc. (GBP) ^	GST % ^	GST ^	Fund ^	Supplier report ^	Modify	Cancel order
3	<a href="#">Circulation Research</a> - 0009-7330 , American Heart Association <a href="#">[Add internal note]</a> <a href="#">[Add vendor note]</a>	200.00	200.00	1	200.00	0	0.00	mathematics		<a href="#">Modify</a> <a href="#">Transfer</a>	<a href="#">Cancel order</a> Can't cancel order and delete catalog record <b>1 subscription(s) left</b>
	<b>Total (GST 0)</b>			<b>1</b>	<b>200.00</b>		<b>0.00</b>				
	<b>Total (GBP)</b>			<b>1</b>	<b>200.00</b>		<b>0.00</b>				

Showing 1 to 1 of 1


6. Order is added to the basket and basket is closed.

Koha › Search for vendors

kohastaffsandbox.ptfs-europe.co.uk/cgi-bin/koha/acqui/book sellers.pl

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Circulation Patrons Search ▾ More ▾

 Search vendors:

Submit

Vendor search Orders search

Home › Acquisitions › Search for vendor

Baskets

Basket groups

Contracts

Invoices

Uncertain prices


+ New ▾ Edit vendor Receive shipments

Show all baskets

Cambridge University Press + New basket Receive shipment

No. ▾	Name ▾	Item count ▾	Biblio count ▾	Items expected ▾	Created by ▾	Date ▾	Basket group ▾	Closed ▾	Actions
3	CUP/Serial/001	1	1	1	Test	21/07/2017			View + Add to basket


7. Receive shipment to process invoice and the invoice details are entered in the following screen.

Koha > Acquisitions >  Koha > Acquisitions > x

← → ↻ 🏠 ⓘ kohastaffsandbox.ptfs-europe.co.uk/cgi-bin/koha/acqui/parcels.pl?booksellerid=1

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[Circulation](#) [Patrons](#) [Search](#) ▾ [More](#) ▾

 Search vendors:

[Vendor search](#) [Orders search](#)

[Home](#) > [Acquisitions](#) > [Cambridge University Press](#) > Receive shipment from vendor Cambridge University Press

**Filter**

**Invoice number:**

**From:**

**To:**

**Sort by :**

Invoice number ▾

**Results per page :**

20 ▾

## Receive shipment from vendor [Cambridge University Press](#)

2 shipments

Showing 1 to 2 of 2 Search:

Line ▲	Date received ◆	Invoice number ◆	Item count ◆	Biblio count ◆	Items expected ◆
1	19/07/2017	<a href="#">CUP/001</a>	1	1	0
2	19/07/2017	<a href="#">CuP/002</a>	1	1	0

Showing 1 to 2 of 2

### Receive a new shipment

**Vendor invoice:**

**Shipment date:**   
(DD/MM/YYYY)

**Shipping cost:**

**Shipping fund:**  **Show inactive:** ☐

[Cancel](#)



8. This is where we click orderline number in order to change the price, currency etc (as this is the only place where changes of prices, currency are entered)

Koha > Acquisitions > x

kohastaffsandbox.ptfs-europe.co.uk/cgi-bin/koha/acqui/parcel.pl?invoiceid=3

Circulation Patrons Search More

Search vendors:

Vendor search Orders search

Home > Acquisitions > Receipt summary for Cambridge University Press [ CUP/003 ] on 21/07/2017

### Receipt summary for Cambridge University Press [ CUP/003 ] on 21/07/2017

Invoice number: CUP/003 Received by: test On: 21/07/2017

Pending orders

Showing 1 to 1 of 1 Show 10 entries First Previous Next Last Search:

Basket	Basket group	Order line	Summary	View record	Quantity	Unit cost	Order cost	Fund		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
CUP/Serial/001 (3)	No basket group	3	Circulation Research Publisher: American Heart Association [Add internal note] [Add vendor note]	MARC   Card	1	200.00	200.00	mathematics	<a href="#">Receive Transfer</a>	<a href="#">Cancel order</a> Can't cancel order and delete catalog record 1 subscription(s) left

Showing 1 to 1 of 1 First Previous Next Last

Filter Clear

Acquisitions

- > Acquisitions home
- > Late orders
- > Invoices
- > EDIFACT messages

Already received

There are no received orders.

Editing Order Line to change price, currency and conversion rate

- When we click the orderline, the next page appears and you may please notice that the subscriptionid parameter is not passed in the URL by the system though it is a serial. Without the subscriptionid parameter passed in the URL, subscriptionid in the aqorders table is removed while saving the orderline.
- In our system preferences, we have defined 'add an item while receiving the order'. We do not create items for serials while receiving the order. Since the subscriptionid is empty in the aqorders table as explained in point 9, the system creates an item for the serial while receiving the order. If the subscriptionid value is present in the aqorders table, then it will not create item while receiving the order.

Koha > Acquisitions > x

kohastaffsandbox.ptfs-europe.co.uk/cgi-bin/koha/acqui/neworderempty.pl?ordernumber=3&booksellerid=1

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Circulation Patrons Search More

**koha** Search vendors:

Vendor search Orders search

Home > Acquisitions > Cambridge University Press > Basket 3 > Modify order details (line #3)

Subscription ID - should be passed as parameter in URL

## Acquisitions

- > Acquisitions home
- > Late orders
- > Invoices
- > EDIFACT messages

## Administration

- > Administration home
- > Budgets
- > Funds
- > Currencies
- > EDI accounts
- > Library EANs

## Modify order line

### Basket details

**Managed by:** Test  
**Open on:** 21/07/2017  
**Closed on:** 21/07/2017

### Patrons

**To notify on receiving:**

### Catalog details [Edit record](#)

**Title:** Circulation Research  
**Author:**  
**Publisher:** American Heart Association  
**Edition:**  
**Publication year:**  
**ISBN:**  
**Series:**

### Accounting details

**Quantity:**  *Required*

**Fund:**  *Required* **Show inactive:** ☐

**Currency:**

**Vendor price:**  (tax exc.)

**Uncertain price:** ☐

**Discount:**  %

**Replacement cost:**  (adjusted for GBP, tax exc.)

**Budgeted cost:**  (tax exc.)

**Total:**  (budgeted cost \* quantity)

Koha > Acquisitions > x

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kohastaffsandbox.ptfs-europe.co.uk/cgi-bin/koha/acqui/basket.pl?basketno=3

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Circulation

Patrons

Search ▾

More ▾



Search vendors:

Submit

Vendor search

Orders search

Home > Acquisitions > Cambridge University Press > Basket CUP/Serial/001 (3) for Cambridge University Press

Acquisitions

> Acquisitions home

> Late orders

> Invoices

> EDIFACT messages

Administration

> Administration home

> Budgets

> Funds

> Currencies

> EDI accounts

> Library EANs

Reopen this basket

Export as CSV ▾

Basket CUP/Serial/001 (3) for Cambridge University Press

Basket group:

No group ▾

Change basket group

Delivery place:

Alphaville

Billing place:

Alphaville

Created by:

Test

Managed by:

Add user

Save changes

Library:

No library

Alphaville ▾

Change

Opened on:

21/07/2017

Closed on:

21/07/2017

Estimated delivery date:

21/07/2017

Estimated delivery date:

21/07/2017

Orders are standing:

No

Orders

☐ Show all details

Showing 1 to 1 of 1

Show 20 ▾ entries

⏪ First ⏪ Previous Next ⏩ Last ⏩

Search:

No. ▴	Order ▴	RRP tax exc. ▴	ecost tax exc. ▴	Qty. ▴	Total tax exc. (GBP) ▴	GST % ▴	GST ▴	Fund ▴	Supplier report ▴
3	<div>Circulation Research</div> <div>- 0009-7330 , American Heart Association</div> <div><div>[Add internal note]</div><div>[Add vendor note]</div></div>	300.00	300.00	1	300.00	0	0.00	mathematics	
	Total (GST 0)			1	300.00		0.00		
	Total (GBP)			1	300.00		0.00		

Showing 1 to 1 of 1

⏪ First ⏪ Previous Next ⏩ Last ⏩

Filter

ISBN, author or title :

Basket :

Basket group name :

Order line :

Filter Clear

Acquisitions

Acquisitions home
Late orders
Invoices

Receipt summary for Cambridge University Press [ CUP/003 ] on 21/07/2017

Invoice number: CUP/003 Received by: test On: 21/07/2017

Pending orders

Showing 1 to 1 of 1

Show 10 entries

First Previous Next Last

Search:

Basket	Basket group	Order line	Summary	View record	Quantity	Unit cost	Order cost	Fund		
<div>Basket search</div>	<div>Basket group search</div>	<div>Order line search</div>	<div>Summary search</div>		<div>Quantity search</div>	<div>Unit cost search</div>	<div>Order cost search</div>	<div>Fund search</div>		
CUP/Serial/001 (3)	No basket group	3	Circulation Research Publisher: American Heart Association [Add internal note] [Add vendor note]	MARC   Card	1	300.00	300.00	mathematics	Receive Transfer	Cancel order Can't cancel order and delete catalog record 1 subscription(s) left

Showing 1 to 1 of 1

First Previous Next Last

Already received

There are no received orders.

Finish receiving



Search vendors:

Submit

Vendor search

Orders search

Home > Acquisitions > Cambridge University Press > Receive items from : Cambridge University Press [CUP/003] (order #3)

## Acquisitions

- > Acquisitions home
- > Late orders
- > Invoices
- > EDIFACT messages

## Administration

- > Administration home
- > Budgets
- > Funds
- > Currencies
- > EDI accounts
- > Library EANs

## Receive items from : Cambridge University Press [CUP/003] (order #3)

### Catalog details

Title: Circulation Research  
Author:  
Copyright:  
ISBN:  
Series:

### Item

No ACQ framework, using default. You should create a framework with code ACQ, the items framework would be used

0 - Withdrawn status

2 - Source of classification or shelving scheme

3 - Materials specified (bound volume or other part)

4 - Damaged status

5 - Use restrictions

7 - Not for loan

8 - Collection code

a - Permanent location

b - Current location

c - Shelving location

d - Date acquired

e - Source of acquisition

f - Coded location qualifier

g - Cost. normal

### Accounting details

Date received: 21/07/2017

Fund: mathematics

(Current: 2017 - mathematics)

Created by: No name

Quantity to receive:

1

Quantity received:

0

Replacement cost: 300.00

Budgeted cost: 300.00

Actual cost: 300.00

Internal note:

Receiving serial shouldn't create a new item.