

## UJ LIBRARY – NEVADA/SAPNET ORDERING PROCEDURES

### PURCHASING BOOKS FOR THE LIBRARY

1. Log on to Nevada/[SAPNet](#) using your SAPNet logins or [Register](#)
2. Click on 'Search' tab 'Discovery Tool'
  - i. Populate the ISBN13 (e.g.: 9781868900022)  
or
  - ii. Populate the specific search box (e.g.: Keyword or Title and Author, etc.) with you search term or
  - iii. Filter further if needed (e.g.: Publication date, Format, Status, Audience, Language)  
or
  - iv. Use 'Search Multiple ISBNs:' box with multiple ISBNs  
or
  - v. If specific title needed doesn't display in results list use the 'Can't find the book you are looking for?' option. The title will be added to 'My List' under the 'Lists' tab automatically
3. Click on 'Search'
4. Out of results list do selection by clicking on 'Add to list'
5. Title/s will be added to list
6. Click on 'Lists' tab
7. Click on shopping cart icon to process order request
8. The system will check the required title against the Library catalogue to avoid duplication
9. Complete the 'Motivation for new book order' form
  - The 'Sources' field can be used for supplier reference
  - The 'Note' field can be used for specific or special instructions, e.g. additional copies, need before February, on behalf of Prof Steyn, etc.
  - The 'Motivation for multiple copies or urgent orders' box can be used to upload a motivation letter/e-mail if the requested copies are more than specified in the Acquisitions policy under the 'requirements' link.
10. Tick 'I have read the requirements' tick box and submit order

### SUBSCRIBING/PURCHASING E-RESOURCES (DATABASES) & COLLECTIONS

1. E-mail [Faith Zalekile](#) (011 559 3888) for a quotation request  
Order requirement –
  - Quotation
  - Motivation letter/e-mail from HOD or Dean
2. Log on to [SAPNet](#) using your SAPNet logins or [Register](#)
3. Click on 'Orders' tab
4. Scroll down to 'My eResources' heading
5. Click on 'New Order'
6. Complete the 'New e-Resource subscription' form and upload motivation letter/e-mail under 'additional motivation' section
7. Tick 'I have read the requirements' tick box and submit order

### SUBSCRIBING TO PERIODICALS (INDIVIDUAL JOURNALS & MAGAZINES)

1. E-mail [Johannie Steyn](#) (011 559 2877) for a quotation request  
Order requirement –
  - Quotation
  - Motivation letter/e-mail from HOD or Dean
2. Log on to [SAPNet](#) using your SAPNet logins or [Register](#)
3. Click on 'Orders' tab
4. Scroll down to 'My Periodicals' heading
5. Click on 'New Order'
6. Complete the 'New Periodicals subscription' form and upload motivation letter/e-mail under 'additional motivation' section
7. Tick 'I have read the requirements' tick box and submit order

Contact the [UJ SAPNet System Administrator](#)