

# Placing an order through the JISC Collections website

The screenshot shows the JISC Collections website interface. At the top left is the JISC Collections logo. The top right contains navigation links: 'Sign in', 'Journal negotiations', 'Info for Publishers', 'Services to other sectors', 'Services', and 'Librarian Tools'. Below the header is a navigation bar with links: 'Home', 'About us', 'Catalogue', 'Help and information', 'Research', 'Contact us', 'What's new?', and a search bar with a 'Search site' button.

On the left side, there are three filter sections:

- Filter by subject area:**
  - Arts and Humanities
  - Health and Life Sciences
  - Science, Engineering and Technology
  - Social Sciences
- Filter by academic level:**
  - AS/A Level / Scottish Higher National
  - Diploma
  - GCSE
  - National Curriculum
  - Postgraduate
  - Professional / CPD courses
  - Research
  - Undergraduate
  - Vocational
  - Work based learning
- Filter by resource type:**
  - Archive Agreement
  - Archive Only Resources

The main content area features a search bar with the text 'Search the catalogue:' and a 'Search' button. Below it is a green information box with an 'i' icon: 'As well as searching by resource name, try searching for a resource nickname. Search for a single letter of the alphabet to list all resources beginning with that letter.'


Below the search bar, it says 'Showing: All | Only Journal results | Only free resources' and an unchecked checkbox for 'Include expired agreements'. It also indicates 'Displaying page 5 of 39'.

The first search result is 'Bridgeman Education (Three Year Commitment) 2014-2017' by 'Bridgeman Art Library'. The description states: 'Bridgeman Education is the online educational resource of the Bridgeman Art Library. It offers subscribers unlimited access to an archive of over 500,000 unique images of art, history and culture – all copyright cleared for educational use. Bridgeman Education is available as an Annual Commitment and Three Year Commitment.' A red 'Subscribe Now' button is visible below the description.

The second search result is 'Brill Journal Archive Online' by 'Brill', with a green 'Free' label to its right.

A red box highlights the 'Subscribe Now' button and contains the text: 'Once you have logged in to your account and have found the resource you wish to subscribe to, click on the 'Subscribe Now' button'. A red arrow points from this box to the 'Subscribe Now' button.

# Bridgeman Education (Three Year Commitment) 2014-2017

 Save for later

This resource has a free trial option. [Apply for a free trial](#)

Overview Full description **Pricing and Subscription information** Standards compliance Support info Related resources

Agreement types available: **Yearly agreements**



This agreement is also available as an [Annual Commitment](#)

Start date: 01/04/2014 Expiry date: 31/03/2017

**Licence type:** Sublicence  
**Additional authorised user information:** None specified  
[Additional Authorised User Document](#)  
[Licence Terms Document](#)

Your licence agreement can be viewed and saved from here

	01 Apr 2014 - 31 Mar 2015	01 Apr 2015 - 31 Mar 2016	01 Apr 2016 - 31 Mar 2017
Duration			
Price	2,300.00 GBP	2,369.00 GBP	2,440.00 GBP
Access Fee	0.00 GBP	0.00 GBP	0.00 GBP

[Add to basket](#)

When ready to proceed click 'Add to basket'

<b>Review Basket</b>	Order options	Subscription Order and Acceptance Form	Order complete
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### Items for immediate subscription

These items are subscribed to through the Jisc Collections site. You will see an immediate cost based on your Jisc Collections band and your sector, and will be invoiced in due course.

\* Please also note that for some agreements, the Invoices / Request for Payments will be VAT exempt, if your institution is a member of the Jisc VAT Cost Sharing Group or if your institution is not liable to pay UK VAT, in which case you will be charged zero VAT. Please contact our [Helpdesk](#) if you have any further queries.

Items with a currency of GBP	Type	Starts	Expires	Price	
Bridgeman Education (Three Year Commitment) 2014-2017	Annual	<input type="text" value="14 Apr 2016"/> You may optionally delay the start date	31 Mar 2017	2440.00 GBP	

SUBTOTAL	2,440.00 GBP
Transaction charge	50.00 GBP
VAT	498.00 GBP
<b>TOTAL</b>	<b>2,988.00 GBP</b>

Double check the start date and pricing then click 'Checkout'

Review Basket

**Order options**

Subscription Order and Acceptance Form

Order complete

## Payment Options



Please choose one of the payment types from the list below. If you have selected to pay by Credit or Debit Card, we can only process these payments against sterling (GBP) invoice(s) that are automatically generated from this order (i.e. Sublicence priced orders) Please note that we can only accept Visa, Visa Debit, MasterCard, and Maestro cards that are 3D Secure registered. All other sublicence priced orders that are not in sterling and sublicence manual orders will need to be paid for separately either via bank transfer or cheque. Please also note that we are unable to take credit or debit card payments for sterling invoices with a total payable amount of over £100,000.00.

Specify a PO number

Enter PO number if required

Choose a payment type:

- Bank transfer / invoice
- Cheque
- Credit / Debit Card

Select payment method. NB: Credit card payment is not automatic. Please call us if you can only pay via this option.

Click 'Continue Checkout'

Continue Checkout

Review Basket

Order options

**Subscription Order and Acceptance Form**

Order complete



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## Basket contents

Edit shopping basket

### Items for immediate subscription

Item	Type	Starts	Expires	Price
Bridgeman Education (Three Year Commitment) 2014-2017	Annual	14 Apr 2016	31 Mar 2017	2440.00 GBP

SUBTOTAL	2,440.00 GBP
Transaction charge	50.00 GBP
VAT	498.00 GBP
<b>TOTAL</b>	<b>2,988.00 GBP</b>

## Payment options

Edit payment options

PO number: **None specified**

Payment type: **Bank transfer / invoice**

## Designated Site Representatives

Select up to three designated site representatives that you would like to associate with this order:

- Names associated with the account appear here – at least one box must be checked

Select at least one 'Designated Site Representative'

## Designated Site Representatives


Select up to three designated site representatives that you would like to associate with this order:

- Names
- associated with the account
- appear here – at least one box must be checked

### Sublicence priced orders

Confirm you are authorised to place orders by checking this box

- I am authorised by my Institution to make this order. By clicking on the 'I Confirm and Place Order' button I (on behalf of my Institution) acknowledge that I have read and understood the Licence(s) listed below and agree to be bound by the terms and conditions of such Licences. I agree that my Institution will pay the subscription fee(s) due from the invoice(s) generated from this order no later than thirty (30) days after being issued by Jisc Collections or the publisher of the resource.

 Bridgeman Education Sub-licence B.docx

It should be NOTED that by clicking on the 'I Confirm and Place Order' button, your Institution is legally bound to pay for each Licence the full total relevant fee to their Institution from the start date until the expiry date of such Licences as set out in this Form. Please note that this only applies to non journals orders.

Click on 'I Confirm and Place Order'

**I Confirm and Place Order**

[Review Basket](#)
[Order options](#)
[Subscription Order and Acceptance Form](#)
[Order complete](#)

Thanks for your order! Your JISC Collections order number is: **JC-O00034709**



Don't forget you can now [view a list of your current subscriptions in your account area](#)

Sub-Licencee is University of JISC Collections . This order was placed by!

Designated Site Representative for this order is \_\_\_\_\_

### Items for immediate subscription

Sub Ref.	Item	Type	Starts	Expires	Inclusive price	Note
JC-S00034841	Test resource for payment	Annual	01 Mar 2011	31 Dec 2013	3333.33 GBP	You are prepaying this annual subscription until 31 Dec 2011

SUBTOTAL	3,333.33 GBP
Admin fee	50.00 GBP
VAT	676.67 GBP
<b>TOTAL</b>	<b>4,060.00 GBP</b>

### Payment Options

PO number: **None specified**


Payment type: **Bank transfer / invoice**

This is an example of the screen you will see when the order is complete. You can either continue browsing or log out as no further action is required

The account holder and designated contacts will receive the following email confirmation with a .pdf invoice attached (where applicable).

Thu 04/02/2016 16:13  
Jisc Collections Help  
Your subscription order with Jisc Collections

To  
Cc

Message  Sterling\_subscription\_invoice.pdf (9 KB)

## Order number: JC-O00051624

[Access your account dashboard](#)

Thanks for your order to subscribe to online resources which we have licensed for our members. Please find a summary of the subscription details below:

### Subscribe now

Sub ref.	Resource title	Subscription type	Subscription starts	Subscription expires	Price	Note
JC-S00054426	Geology Digimap: 2010-2016 Agreement	Annual	08 Feb 2016	31 Jul 2016	571.50 GBP	
					<b>SUBTOTAL</b>	571.50 GBP
					<b>Transaction charge</b>	0.00 GBP
					<b>VAT</b>	0.00 GBP
					<b>GRAND TOTAL</b>	571.50 GBP

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#### Sub-Licencee

[Institution Name]

#### Ordered by

[Name of person who placed order]

#### Order and Acceptance of Licence Date