How to order resources on the Rialto Marketplace
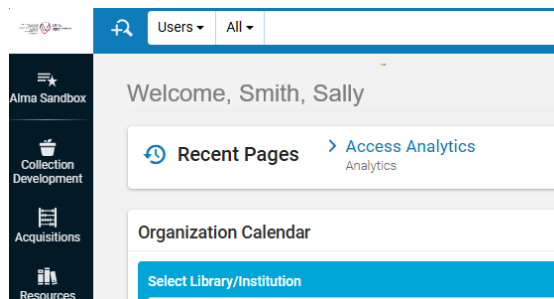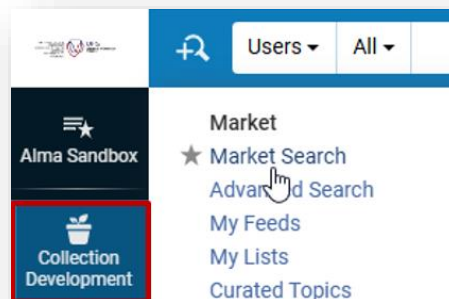
- Navigate to any browser (Google Chrome/ Safari, Firefox or Microsoft Edge)
- Type in the URL: https://ufs.alma.exlibrisgroup.com/SAML
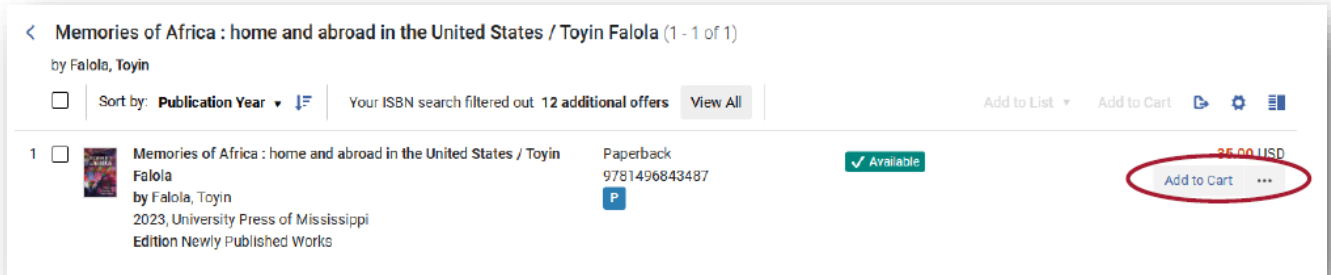 - **Note: Login using your UFS username and password**

- Click **Collection Development**
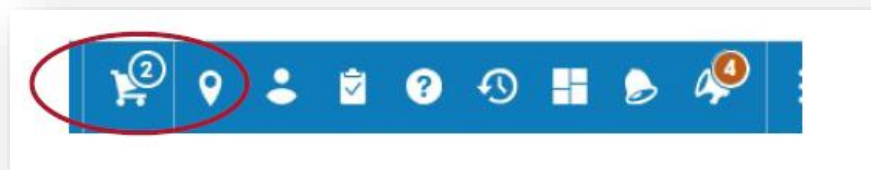- Click **Market Search**

- Add either the **Title** or **ISBN**

Once you've found your title, click on *Add to cart*

Once done, go to your cart

- Click on each title to complete the requested fields

- Select your library

- Select the number of copies you want to order - **it is defaulted to 1**

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- Select the fund code

- Select your location

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- Insert notes (if needed) and *add interested user*
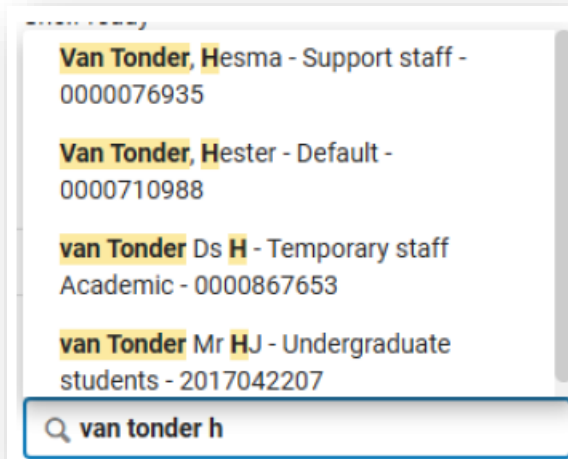
- Close the window and go back to your order cart
- Continue with all the books in your car

Go to your order cart

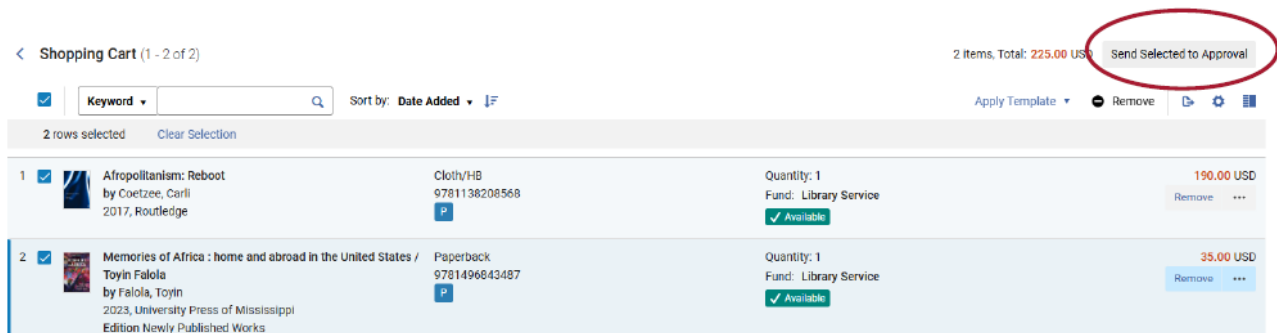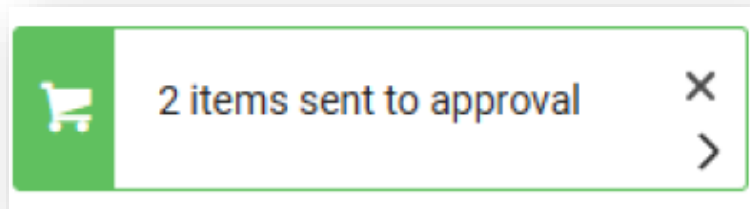- Remove the title(s) you do not want to order
- Mark the titles you want to order

- If done, click on **Send Selected to Approval**

You will see the message the books have been sent for approval

Selector's guide to searching the Rialto marketplace:

https://knowledge.exlibrisgroup.com/Rialto/Product_Documentation/020Rialto_Selector_Guide/010Searching_the_Rialto_Marketplace

Rialto Search and Ordering video

Having trouble accessing the page?

- Send an email to librarvictsupport@ufs.ac.za

Having trouble submitting an order?

- Send an email to lisacquisitions@ufs.ac.za