

Marketplace Actions

When you identify a relevant offer, either via [basic](#) or [advanced search](#), you can take further action by either [sharing it with a colleague](#) or [creating a purchase request](#). Sharing offers via email is available to all Rialto Search users; creating a purchase request requires specific Alma permissions.

Sharing Offers via Email

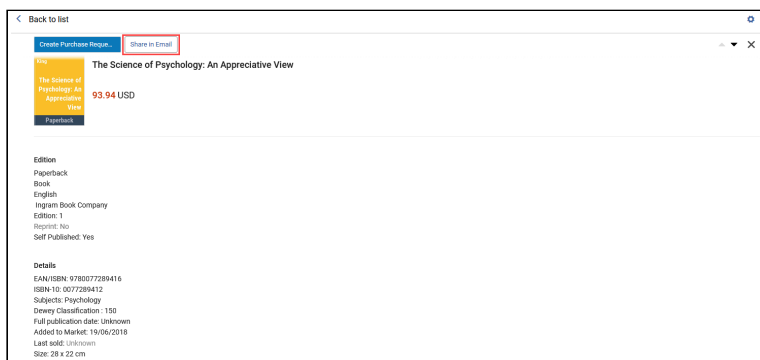
You can share an offer with colleagues within your institution by sending it via email.

To share an offer:

- Locate the desired offer.
- Select **Share in Email**. This action is available at the offer level (see [Works vs. Offers](#)) and can be accessed from both the brief view and the item's Details pane.



Share in Email in the brief view



Share in Email in the Details pane

- The **Share in Email** pop-up opens. Here, you can:
 - Select recipients using the **Add User** option. Only users within your institution can be selected.
 - Enter your message in the **Description** field.
 - (Optional) Select **Send me a copy** to receive a copy of the email.
 - Select **Send**.

Note

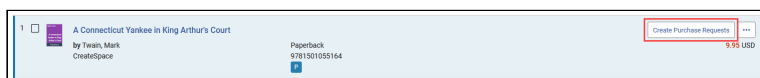
If you do not have the Purchase Request Operator role, the **Share in Email** button is the main action when viewing an offer, instead of **Create Purchase Requests**. This applies to both the brief view and the Details pane.

Creating a Purchase Request

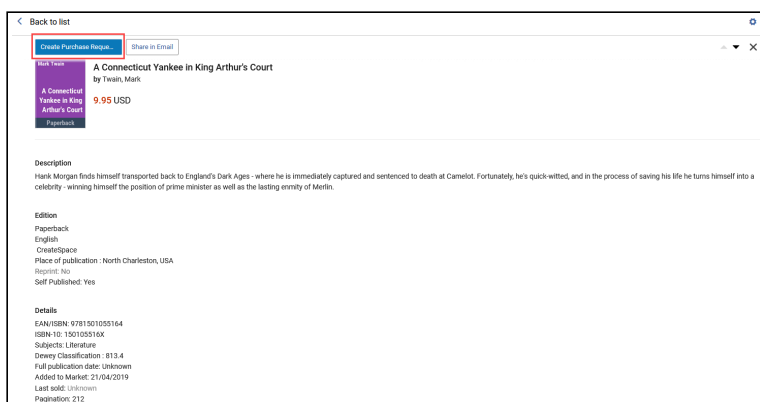
The option to create a purchase request is available only to users with the Purchase Request Operator role. For details, see [Working with Purchase Requests](#).

To create a purchase request:

- Locate the desired offer.
- Select **Create Purchase Requests**. This action is available at the offer level (see [Works vs. Offers](#)) and can be accessed from both the brief results view and the item's Details pane.



Create Purchase Requests in the brief view



Create Purchase Requests in the Details pane

- The **Purchase Request** form opens. The form is divided into two expandable sections: **Resource Information** and **Request Attributes**. Many fields across the two sections are prefilled, and some are optional (required fields are marked with a red asterisk). Fill out the form.
- After completing the form, select **Save**.
- A confirmation notification is displayed, and the request is submitted for review by the staff responsible for purchasing.

Note

Although not all fields in the **Purchase Request** form are mandatory, providing as many details as you can helps ensure the request is processed accurately and efficiently.
