

## UNIVERSITY OF JOHANNESBURG LIBRARY

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

1. E-mail [Faith Zalekile](mailto:Faith.Zalekile@uj.ac.za) (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

Contact the [UJ SAPNet System Administrator](#)