

University of Cambridge Marketplace

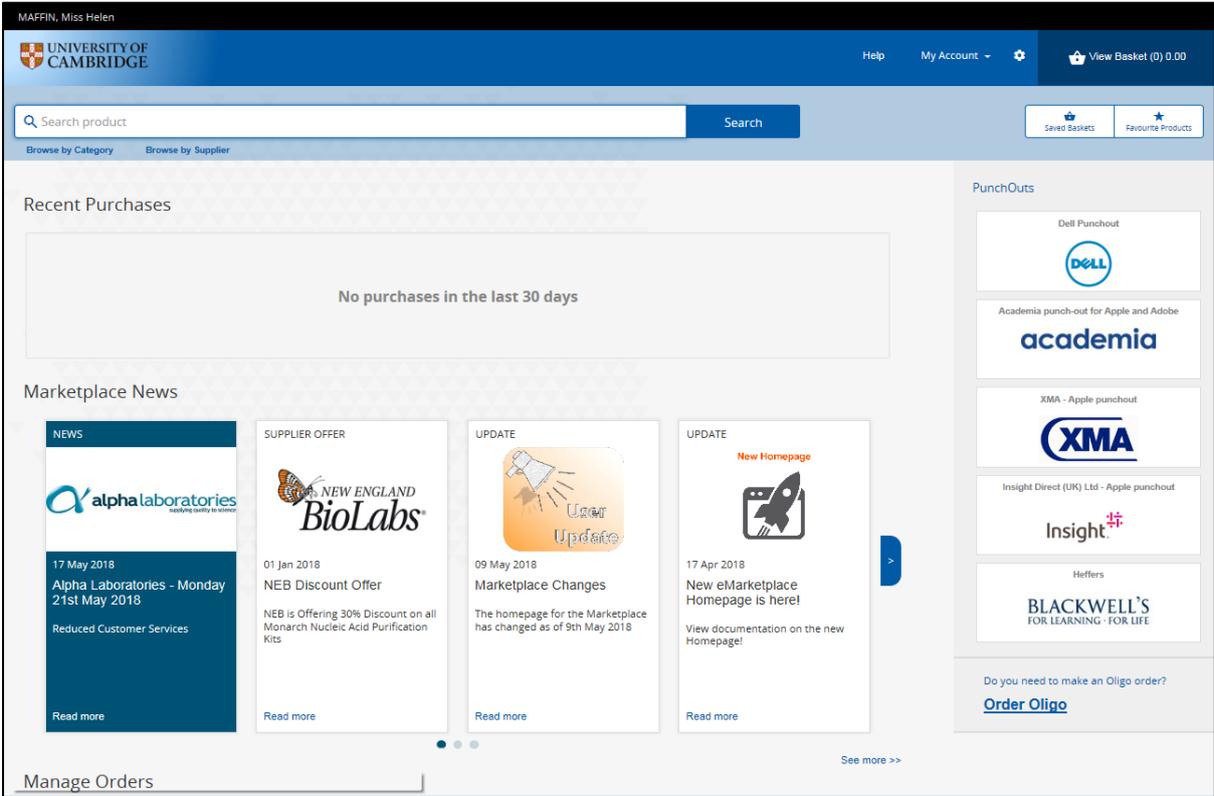
The University of Cambridge Marketplace enables you to:

- Search the suppliers listed on the Marketplace
- Add items to your basket
- Compare products and prices
- The system will indicate with a  as to whether the item is a preferred item from a preferred supplier
- View detailed product information
- Check availability of stock for some suppliers
- Create saved baskets and favourites

You **must** always search for your item in the Marketplace first. If your supplier and/or item is not on the Marketplace you can raise a requisition using Non-Catalog Requests

Navigating the Marketplace home page

1. From the iProcurement Shop page click on the **University of Cambridge Marketplace** link or the picture of the bridge. The following screen will display.



The screenshot displays the University of Cambridge Marketplace home page. At the top, the user is identified as 'MAFFIN, Miss Helen'. The navigation bar includes the University of Cambridge logo, 'Help', 'My Account', and 'View Basket (0) 0.00'. A search bar is located below the navigation bar. The main content area is divided into several sections: 'Recent Purchases' (showing 'No purchases in the last 30 days'), 'Marketplace News' (with four news items: 'Alpha Laboratories - Monday 21st May 2018', 'NEB Discount Offer', 'Marketplace Changes', and 'New eMarketplace Homepage is here!'), and 'PunchOuts' (listing various suppliers like Dell, Academia, XMA, and Insight). A 'Manage Orders' section is visible at the bottom left.

LINK	DESCRIPTION
Marketplace home	At any time, click on the University logo to return to the main marketplace homepage.
Help	If you require help when navigating the Marketplace, click on this icon which is always displayed within the banner at the top of your screen.
My Account	This provides links to your orders, where you can search for previous marketplace requisitions, see your account settings and Logout.
Logout (within My Account)	Exits the Marketplace and displays the iProcurement shopping cart page. Use this if you need to leave the Marketplace but have nothing in your basket to check out.
View Basket	Shows items in your basket awaiting check out.
Search	Enables you to search for an item in a variety of ways e.g. description, product No., manufacturer's No.
Browse by Category	Enables you to search for an item via Product Category Index e.g. P for pens
Browse by Supplier	Lists all the suppliers on the marketplace
Saved Baskets	Lists the baskets you have created and enables you to set permissions for other colleagues.
Favourite Products	Lists your favourite Marketplace items
Recent Purchases	See most recent items bought through the Marketplace.
Marketplace News	A notice board with updates and special offers with the suppliers on the Marketplace.
Dell, Academia (Apple and Adobe) Xma Apple, and Insight Direct Punch-outs	These links take you straight to the University's computer based sites for custom built computer equipment
Heffers (Blackwell's)	This link takes you straight to the University Heffers (Blackwell's) website
Order Oligo	This link takes you through to the Oligo request screen
Manage Orders	Once your requisition has been approved orders relating to the marketplace can be viewed under Recent Orders. The status field will indicate the progress made with the order by the marketplace supplier as well as the actual purchase order number.