

# Searching and Raising a Requisition via the University of Cambridge Marketplace

## Finding products on the Marketplace

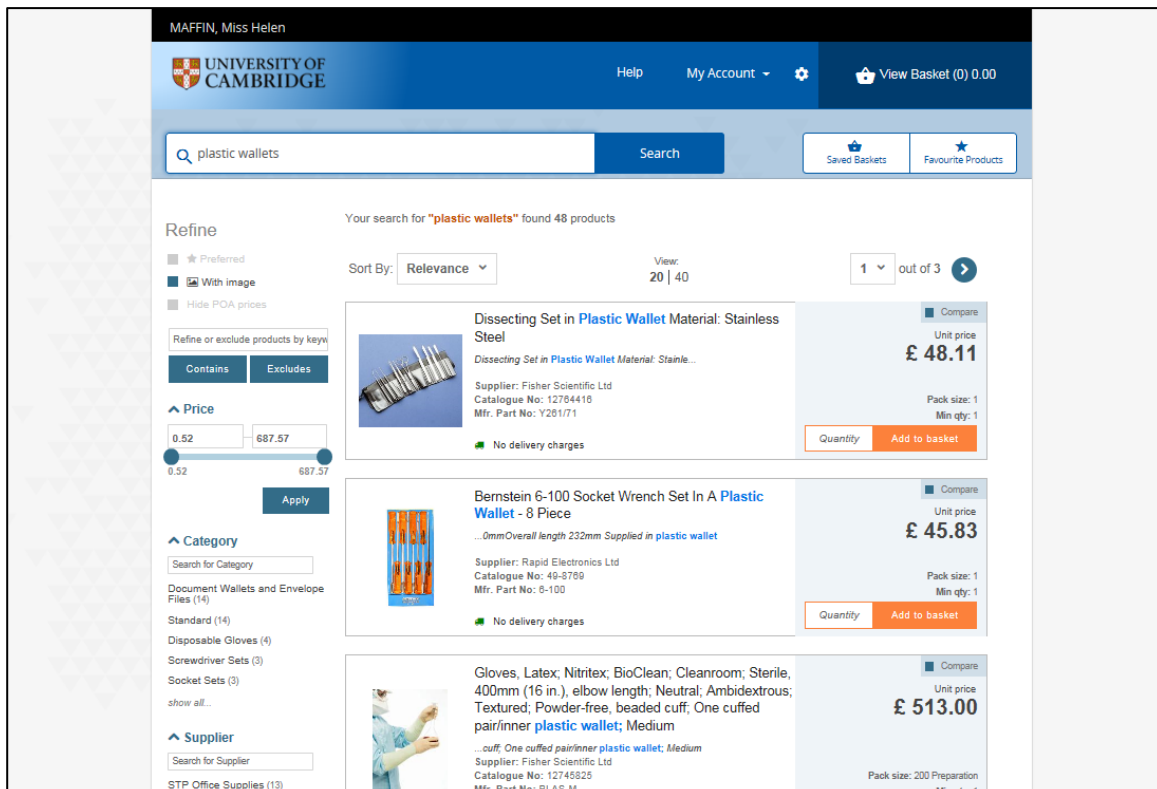
**BEFORE YOU START** – circumstances when you need to raise separate requisitions to the same supplier.

1. Marketplace suppliers' systems are unable to cope with the direct transmitting of Marketplace orders where there is more than one type of VAT e.g. paper at SR20% and a book at NO-UK VAT to the same supplier. Please ensure Marketplace orders to the same supplier do not have mixed VAT items. A separate requisition must be raised.
2. If you are ordering several items from the same Marketplace supplier you can only enter one delivery location code, you cannot have multiple delivery addresses. A separate requisition will need to be raised.

1. Enter your **search criteria** and click on the Search button.



2. A screen similar to the next one will display with the items matching your search criteria. Highlighted words are matched to your search criteria.



Depending on the number of items you may have to click on the **arrows** to view the other results, or amend the number of **Results Per Page**.

Information on delivery charges can be found in a separate guide.

### Viewing detailed product information

To view detailed information on the item click on the **product description**. You can then **view available quantity** if provided and there are tabs that provide you with more information. From here you can also add the item to your favourite list or add it to a saved basket.

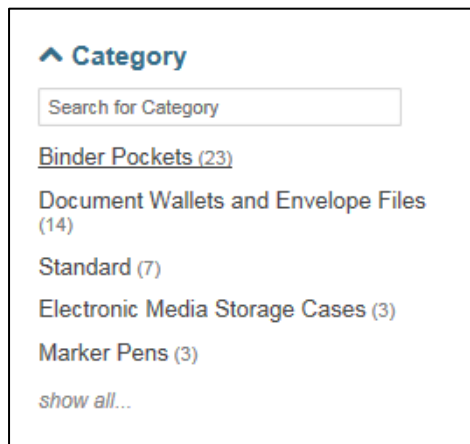
If you do not wish to filter or compare your search results proceed to page 4 Adding items to your basket.

#### Please Note:

Any pricing information should not be disclosed to anyone outside of the University's employment, to do so would constitute a breach of the University's confidentiality agreement with the supplier and could potentially lead to further legal action being taken against the University and/or the individual. Any requests for information on this agreement from outside of the University should be immediately referred to Procurement Services.

### Filtering your search

Once the list of items is displayed the **Filters** can be used to tailor your search results further, by description, price, category, supplier and/or pack size.



Click to expand the list and check the categories you require. The screen will then display those items that match your search criteria.

The first few most populated categories are shown. You can type in the search box to locate a Category, or click on *show all...* to view the full list.

### Compare products

Following a search, you can compare the details of up to four items from the search results. Check the compare box for the relevant items and they will be listed at the top of the search results as they are selected.

LYRECO  
RETRACTABLE  
GEL INK BLACK  
PENS 0.5MM LINE WIDTH

PILOT SUPER  
GRIP  
RETRACTABLE  
BALL POINT BLACK

STABILO SENSOR  
189 FINELINER  
BLACK PENS  
0.3MM LINE WIDTH - BOX

PAPERMATE  
FLEXGRIP  
RETRACTABLE  
BALL POINT BLACK

Select between two and four items to compare then click "Compare"


[Clear all](#) [Compare](#)

Your search for **"black pen"** found 212 products

**Applied filters:** [clear filters \(2\)](#)


Other filters: [With image](#) [Category: Pens](#)

Sort By: **Relevance** View: 20 | 40 1 out of 11



LYRECO RETRACTABLE GEL INK **BLACK PENS**  
0.5MM LINE WIDTH - BOX OF 12

Supplier: Lyreco  
Catalogue No: 1865152  
Mfr. Part No: BA1905-05K


 No delivery charges

Compare

Unit price  
**£ 2.76**

Pack size: 12  
Min qty: 1


Quantity [Add to basket](#)



PILOT SUPER GRIP RETRACTABLE BALL POINT  
**BLACK PENS** 1.0MM LINE WIDTH - BOX OF 12

*Super Grip the pen that lets you simply write from...*  
Manufacturer: [PILOT PEN \(UK\) LTD](#)

Supplier: Lyreco  
Catalogue No: 333591  
Mfr. Part No: BPGP-10R-M-B BPGP-10R-MBB-E

 No delivery charges

Compare

Unit price  
**£ 9.72**

Pack size: 12  
Min qty: 1


Quantity [Add to basket](#)

Click on the **Compare** button to display the product details. The items you are comparing are displayed.

Version 3:1

12-Oct-18

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Compare products		Q back to search results »			
	LYRECO RETRACTABLE GEL INK BLACK PENS 0.5MM LINE WIDTH - BOX OF 12	PILOT SUPER GRIP RETRACTABLE BALL POINT BLACK PENS 1.0MM LINE WIDTH - BOX OF 12	STABILO SENSOR 189 FINELINER BLACK PENS 0.3MM LINE WIDTH - BOX OF 10	PAPERMATE FLEXGRIP RETRACTABLE BALL POINT BLACK PENS 0.4MM LINE WIDTH-BOX OF 12	
Product image (If available)					
Price	2.76	9.72	12.90	3.60	
Contract reference (If available)					
Available quantity (If available)	No information available	No information available	No information available	No information available	
Delivery charge	✔ No delivery charge	✔ No delivery charge	✔ No delivery charge	✔ No delivery charge	
Quantity	<input type="text"/> <a href="#">Add to basket</a>	<input type="text"/> <a href="#">Add to basket</a>	<input type="text"/> <a href="#">Add to basket</a>	<input type="text"/> <a href="#">Add to basket</a>	
Category	Pens	Pens	Pens	Pens	
Supplier	Lyreco	Lyreco	Lyreco	Lyreco	
Manufacturer	P. W. I GmbH	PILOT PEN (UK) LTD	STABILO INTERNATIONAL GmbH	Newell Rubbermaid UK Limited	

You can input quantity required, add an item to your shopping basket, view delivery charges for that supplier and see available stock (if provided by supplier).

### Adding items to your basket

- Once you have found the items you wish to buy, enter the amount in the **Quantity** field. The price will change to reflect the total cost of your desired quantity (with the original price showing below it)

**LYRECO RETRACTABLE GEL INK BLACK PENS**  
0.5MM LINE WIDTH - BOX OF 12



Supplier: Lyreco  
Catalogue No: 1865152  
Mfr. Part No: BA1905-05K

✔ No delivery charges


Compare


You pay  
**£ 5.52**  
2 x £ 2.76


Pack size: 12  
Min qty: 1

[Add to basket](#)

- Click on **add to basket**. You can also do this directly from the compare screen.
- A running total of the number and value of items in your shopping basket is displayed in the header bar, click on **View Basket (x)** to view the contents (*you cannot do this if your basket is empty*).






[Help](#)    [My Account](#)    

 View Basket (1) 45.83

## Detailed Procedure Marketplace Requisitions

**Shopping basket** 🔍 continue shopping »

Subtotal 57.92

<input type="checkbox"/>	Details	Delivery charge	Pack size	Unit price	Order quantity	Total
<input type="checkbox"/>	<b>LYRECO BALL POINT RED PENS 0.7MM LINE WIDTH - BOX OF 12</b>  Catalogue Number: 130214 Supplier: <a href="#">Lyreco</a> Manufacturer: HAINENKO LIMITED	✔ No delivery charge	12	0.36	<input type="text" value="1"/>	0.36
<input type="checkbox"/>	<b>LYRECO RETRACTABLE GEL INK BLACK PENS 0.5MM LINE WIDTH - BOX OF 12</b>  Catalogue Number: 1865152 Supplier: <a href="#">Lyreco</a> Manufacturer: P. W. I GmbH	✔ No delivery charge	12	2.76	<input type="text" value="2"/>	5.52
<input type="checkbox"/>	<b>Polypropylene test tube, 125x16mm</b>  Catalogue Number: MP076 Supplier: <a href="#">Appleton Woods Ltd</a> Manufacturer: Elkay	✔ No delivery charge	1,000	52.04	<input type="text" value="1"/>	52.04

From your shopping basket you can:

- Continue shopping
- Checkout your requisition and then add Non-Catalogue items to your cart
- Checkout your requisition and approve/forward for approval
- Amend the quantity
- Empty the basket
- Delete selected items
- Add the contents of the basket to a saved basket



Please be aware that the Marketplace timeout is 30 minutes of inactivity.