Marketplace Templates and Favourites

Saved Baskets

These enable you to create a saved shopping basket of items that you can add to your current shopping basket the next time you require them. Within this function you can set up permissions to allow colleagues access to use your saved basket.

Once your saved basket has been created, you can view it from the University of Cambridge marketplace screen under the My Account menu or by clicking on the Saved Basket tab on the marketplace home page.

Setting up and adding to a Saved Basket

1. First add the items that you wish to include in a saved basket (i.e. something you order on a regular basis) into the shopping basket.

2. Click on View basket. Prior to checking out click on the link Add this basket to a saved basket. The contents of the shopping basket can then either be added to an existing saved basket or a new saved basket created.

3. Create a name for the saved basket and click on Create new saved basket. The screen below will display with the items that you have added to that basket.
4. In addition you can also search for individual items and add those to a saved basket.

Sharing your saved basket

Saved baskets can be shared with other users so they can be used for raising requisitions.

1. Click on the saved basket name, you can access your saved baskets either from the home page or the My Account menu. Click on the button Share saved basket.

2. Click on Add new user.

3. Enter the name of the user.

4. Tick the User may change basket content check box to allow the user to edit the basket so they can order the quantity they require as per screen below and add items to it. CARE! Edit allowed also enables an individual to delete the basket even if they did not create it.

5. Click the Add permission button.
Ordering from a Saved Basket

1. Once in the Marketplace, click the Saved Baskets tab in the middle of the screen.

2. Click on the saved basket name and amend the Order Quantity accordingly. The price will be the most up to date price, and if this has changed from the last time you ordered the product then the system will highlight this once you have added the items to your basket.

3. Select the relevant items and click Add selected items to current basket or if you would like all items in your saved basket to be ordered, click add to current basket.

   If your saved basket contains items no longer stocked then the system will display a note advising as such. You will have the option of selecting relevant lines only and then add selected items to current basket.

Favourite products

Very similar to saved baskets in that these are lists of items you may wish to order on a regular basis, the only difference being that you can’t set any permission and the list is personal to you. These can be accessed from the University of Cambridge Marketplace home page, Favourite Products tab. To add an item to your favourites you must:

1. Search for the product.

2. Once found click on the product description.

3. Product information will display and under Product options click on Add to favourite products.
Ordering from your Favourite Products list

1. From the Marketplace home page, click on the Favourite products tab. Your five most recent will display but you can also view all.
2. Click on the description of the product you wish to order.
3. Amend the Quantity accordingly.
4. Click Add to Basket. The system will advise you if there has been a change in price.

To remove an item from favourites click on the favourite products link in the Market Place screen, click on the product name and there will be an option to Remove from favourite products.

Please note, that you may have to either refresh your screen or log out and then in again in order for favourites and saved baskets to display on the main Marketplace home page.