



Marketplace favourites and saved baskets

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.



TIP ... It is worth remembering that you may miss out on better deals on the same or similar goods from other suppliers if you solely purchase items you have placed in a saved basket. Remember to check the alternate options before committing.

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 **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.

The screenshot shows a shopping basket interface. At the top, there is a button 'Add this basket to a saved basket' and a 'Checkout' button. Below this, there is a 'Delete selected items' button. The main area shows a list of items in the shopping basket. The first item is 'LYRECO BALL POINT RED PENS 0.7MM OF 12'. The second item is 'LYRECO RETRACTABLE GEL INK BLACK PENS 0.5MM LINE WIDTH - BOX OF 12'. A dialog box titled 'Add to saved basket' is open, showing options to 'Add to existing saved basket' (with a dropdown menu and an 'Add' button) and 'Create new saved basket' (with a text input field containing 'Lab supplies' and a 'Create basket' button). The dialog box also has a close button (X) in the top right corner.

Item	Unit price	Order quantity	Total
LYRECO BALL POINT RED PENS 0.7MM OF 12	0.36	1	0.36
LYRECO RETRACTABLE GEL INK BLACK PENS 0.5MM LINE WIDTH - BOX OF 12			


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.



Saved basket : Lab basket1

Share saved basket Subtotal 55.52 [add to current basket](#)

[Add selected items to basket](#) [Delete selected items](#) [Delete saved basket](#) [Update saved basket](#)

<input type="checkbox"/>	Details	Delivery charge	Pack size	Unit price	Order quantity	Total
<input checked="" type="checkbox"/>	100mm Square petri dish, Appleton  Catalogue Number: AB270 Supplier: Appleton Woods Ltd Manufacturer: Appleton	No delivery charge	120	55.52	<input type="text" value="1"/>	55.52

[View alternatives](#)

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**.

Saved basket permissions: Lab basket1 [Back to saved basket](#)

Users with permission to use this saved basket

Select	User	User may change basket contents
<input type="checkbox"/>	DARLOW, Mrs. Rebecca - Finance - CAMRAD53	<input checked="" type="checkbox"/>

[+ Add new user](#) [+ Add new role](#)

[Select All](#) [Delete selected permissions](#) [Save changes](#)

2. Click on **Add new user**.
3. Enter the surname 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.



Users with permission to use this saved basket

Select	User	User may change basket contents
<input type="checkbox"/>	DARLOW, Mrs. Rebecca - Finance - CAMRAD53	<input checked="" type="checkbox"/>

Add new user ✕

Start typing a users name below, or [view full list of users.](#)

User may change basket contents:

[Add permission](#)

Favourites

Like saved baskets, favourites allow you to create lists of items you may wish to order on a regular basis. However favourites are personal lists and cannot be shared with other users. These can be accessed from the Marketplace home page, under My Account, Favourite Products.

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**.

Home >> Searched for: "glass flask" >> SLS >> Class A Volumetric Glass Flask, 5ml

Class A Volumetric Glass Flask, 5ml Q back to search results »

4.85 ✓ No delivery charge [add to basket](#) [Compare](#)

Basic info | **Additional info** | Delivery charges | Supplier info

Supplier: SLS
Manufacturer: E-MIL
Cat no: FLA7330
Manufacturer part number: FLA7330
Pack size: 1
UOM: Each
Description: Class A, with stopper and white graduations. Engraved with individual serial number and supplied with certificate of calibration traceable to National Standards.

SCIENTIFIC LABORATORY SUPPLIES

Product images: No image available

Product options: **★ Add to favourite products**, Add to saved basket



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**.

Product images

No image available

Product options

★ Remove from favourite products

Add to saved basket

Home >> Searched for: "glass flask" >> SLS >> Class A Volumetric Glass Flask, 5ml

Class A Volumetric Glass Flask, 5ml [Q back to search results »](#)

4.85 No delivery charge

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