Procurement Overview

The flowchart below guides you through the procurement process to assist you in completing the relevant fields.

1. Click on University of Cambridge Marketplace
2. Search for your item whether by description, product No, manufacturers No, chemical No. Is the item on the Marketplace?
   - Yes: Continue to next step.
   - No: Click on Non-Catalog Request.
3. Click on Non-Catalog Request
4. Describe the item you wish to purchase
   - Select item type
   - Enter item description
   - Enter quantity
   - Enter/select UOM
   - Enter Unit price per UOM
   - Select Currency
5. Complete supplier name and site will default in
   - Enter supplier item number if known
6. Select Add to Cart
   - Repeat process if you wish to add more Non-Catalog items to the same cart
7. Once all items are in your cart click on View Cart and Checkout and click on Checkout
8. Yes, click Submit. If you are a buyer the system will generate the Purchase Orders. If it is Marketplace, the order transmits directly, if Non-Catalog, the order will print and needs to be faxed. If you are a requisitioner, a buyer in your department will create the purchase orders.
9. No, click Next and complete the following fields:
   - Add one or more approvers
   - Add Note to Buyer if applicable
   - Add Attachments if applicable
   - Print off the page if applicable
   - Review requisition
   - Click Submit
   - The approver will receive the requisition and action it accordingly
   - Once approved, it will create into purchase order(s) and be sent to the supplier.

Checkout: Requisition Information
The following fields may require completing/amending:
- Need by Date
- Deliver-To Location
- Project information
- Tax Information
- Charge Account

To make the following changes click on Edit Lines
- Split between codes
- Add attachments
- Track items as assets

Once changes have been made click Return to go back to the Checkout: Requisition Information screen