



# 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 displays the 'Shopping basket' interface. At the top, there are buttons for 'Delete selected items', 'Update basket', and 'Empty basket'. A 'Checkout' sidebar on the right shows a subtotal of 25.42 and buttons for 'Checkout' and 'Add this basket to a saved basket'. A modal window titled 'Add to saved basket' is open, allowing the user to either add items to an existing saved basket (via a dropdown menu) or create a new one (with a text input field containing 'Lab Supplies'). The background shows a table of items in the shopping basket, including 'Pilot Black V-Sign Pens Pk12 SWVSP01-PACK12' and 'Staedtler Triplus Fibre Pens Asstd Pk10-PACK10'.

3. Create a name for the saved basket and click on **Create Basket**. The screen below will display with the items that you have added to that basket.



Saved basket : Lab Supplies [continue shopping »](#)


Delete selected items Add selected items to basket Delete saved basket Update saved basket

**Checkout**

Subtotal: 25.42

add to current basket

Share saved basket

| <input type="checkbox"/> | Details   | Delivery charge    | Pack size | Unit price | Order quantity                 | Total |
|--------------------------|---|--------------------|-----------|------------|--------------------------------|-------|
| <input type="checkbox"/> | <a href="#">Pilot Black V-Sign Pens Pk12 SWWSP01-PACK12</a><br> <b>Catalogue number</b> 144-9935<br><b>Supplier</b> <a href="#">Banner</a> | No delivery charge | 12        | 19.38      | <input type="text" value="1"/> | 19.38 |

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 Supplies [Back to saved basket](#)

Users with permission to use this saved basket

| Select                   | User | User may change basket contents |
|--------------------------|------|---------------------------------|
| <input type="checkbox"/> |      | <input type="checkbox"/>        |

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.



### 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**.

#### Product images



#### Product options

Add to favourite products


Add to saved basket

Pilot G207 Retractable Gel Black Pen G2 Pk12- PACK12 [back to search results »](#)

**10.65** ✓ No delivery charge [Compare](#)

1 [add to basket](#)

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


**Supplier:** Banner 

**Manufacturer:** Pilot **Cat no:**



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



Pilot G207 Retractable Gel Black Pen G2 Pk12- PACK12 [back to the favourites page »](#)

**10.65** ✔ No delivery charge Compare

1 add to basket

Product options

★ Remove from favourite products

add to saved basket

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

**Supplier:** Banner  
**Manufacturer:** Pilot

1393881  
G2 BLACK  
12  
Each  
Pilot G207 Retractable Gel Black Pen(Pack of 12) G2  
BLACK  
No contract information available

**Cat no:**  
**Manufacturer part number:**  
**Pack size:**  
**UOM**  
**Description:**  
**Contract reference:**

