

## University of Cambridge Marketplace

The University of Cambridge Marketplace enables you to:

- Search the suppliers listed on the Marketplace
- Add items to your basket
- Compare products and prices
- The system will indicate with a **Preferred** as to whether the item is a preferred item from a preferred supplier
- View detailed product information
- · Check availability of stock for some suppliers
- Create saved baskets and favourites

You **must** always search for your item in the Marketplace first. If your supplier and/or item is not on the Marketplace you can raise a requisition using Non–Catalog Requests

## Navigating the Marketplace home page

1. From the iProcurement Shop page click on the **University of Cambridge Marketplace** link or the picture.

ihop Requisitions Receiving							
Home Favourites Non-C	atalog Request						
	Herl U.F.S PD (Procurement Buyer a quotation/tender process) apply to Non-Catalogue orders fror	n £5,000 and Marketplace from £25	,000. Refer to the link with	hin the Purchasing News	s or the Finance Divis	ion website	Shopping Cart Your cart is empty.
CLOAR finant Forms UNANCE Control of Control							
TIP Reminder: Do not copy M	larketplace requisitions					Full List	
Requisition	Description	Total (GBP)	Status	Сору	Change	Receive	
2598565	Coffee	30.00	Approved	6			
2598558	Test	20.00	Pre-Approved	0			
2598557	Stationery - October 2024	53.09	Pre-Approved	0	<b>B</b> 2		
2598538	Office furniture	90.00	Approved	6		4	
2598537	Chairs	90.00	Approved	6		4	
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The following screen will display.

UNIVERSITY OF CAMBRIDGE			① Resource Centre 🔍 M	y Account 👻 🏐 Settings	合 <u>View Basket (2</u> )
Search product			Search		end Biskes Facture
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17 Sep 2021	01 jul 2020	29 Jun 2020	24 jun 2020	>	illumina
Supplier address change – Qiagen	Merger and name change: Merck, Millipore and Sigma	Supplier name change: GE Healthcare UK Ltd	Merger and name change: Merck, Millipore and Sigma		
New supplier address	The Merck, Millipore and Sigma catalogues have changed	GE Life Sciences is now Global Life Sciences Solutions Operations UK Ltd	The Merck, Millipore and Sigma catalogues are changing		anch-out for Apple and Adobe
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Read more	Read more	Read more	Read more		nsight <sup>‡‡</sup>
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Orders					to make an Oligo order?
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LINK	DESCRIPTION			
Marketplace home	At any time, click on the University logo to return to the main marketplace homepage.			
Help	If you require help when navigating the Marketplace, click on this icon which is always displayed within the banner at the top of your screen.			
My Account	This provides links to your orders, where you can search for previous marketplace requisitions, see your account settings and Logout.			
Logout (within My Account)	Exits the Marketplace and displays the iProcurement shopping cart page. Use this if you need to leave the Marketplace but have nothing in your basket to check out.			
View Basket	Shows items in your basket awaiting check out.			
Search	Enables you to search for an item in a variety of ways e.g. description, product No., manufacturer's No.			
Browse by Category	Enables you to search for an item via Product Category Index e. P for pens			
Browse by Supplier	Lists all the suppliers on the marketplace			
Saved Baskets	Lists the baskets you have created and enables you to set permissions for other colleagues.			
Favourite Products	Lists your favourite Marketplace items			
Recent Purchases	See most recent items bought through the Marketplace.			
Marketplace News	A notice board with updates and special offers with the suppliers on the Marketplace.			
Dell, Academia (Apple and Adobe) Xma Apple, and Insight Direct Punch-outs	These links take you straight to the University's computer based sites for custom built computer equipment			
Heffers (Blackwell's)	This link takes you straight to the University Heffers (Blackwell's) website			
Order Oligo	This link takes you through to the Oligo request screen			
Manage Orders	Once your requisition has been approved orders relating to the marketplace can be viewed under Recent Orders. The status field will indicate the progress made with the order by the marketplace supplier as well as the actual purchase order number.			