

Searching and Raising a Requisition via the University of Cambridge Marketplace

Finding products on the Marketplace

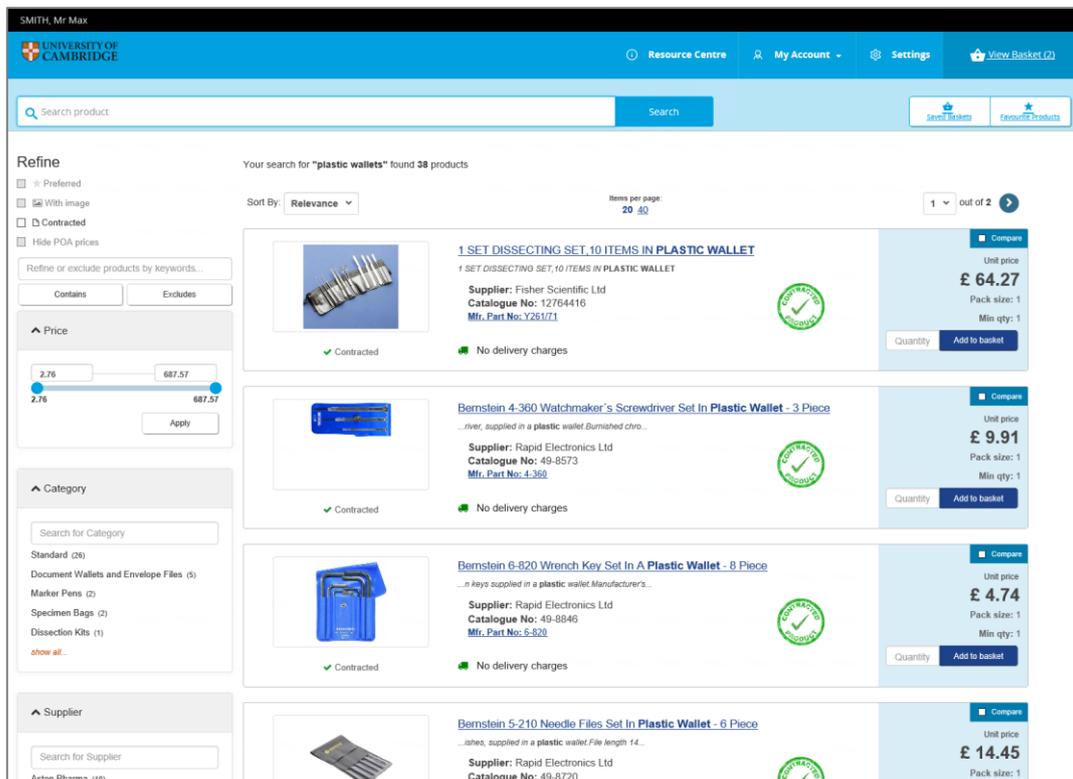
BEFORE YOU START – circumstances when you need to raise separate requisitions to the same supplier.

1. Marketplace suppliers' systems are unable to cope with the direct transmitting of Marketplace orders where there is more than one type of VAT e.g. paper at SR20% and a book at NO-UK VAT to the same supplier. Please ensure Marketplace orders to the same supplier do not have mixed VAT items. A separate requisition must be raised.
2. If you are ordering several items from the same Marketplace supplier you can only enter one delivery location code, you cannot have multiple delivery addresses. A separate requisition will need to be raised.

1. Enter your **search criteria** and click on the Search button.



2. A screen similar to the next one will display with the items matching your search criteria. Highlighted words are matched to your search criteria.



Depending on the number of items you may have to click on the **arrows** to view the other results, or amend the number of **Results Per Page**.

Information on delivery charges can be found in a separate guide.

Viewing detailed product information

To view detailed information on the item click on the **product description**. You can then **view available quantity** if provided and there are tabs that provide you with more information. From here you can also add the item to your favourite list or add it to a saved basket.

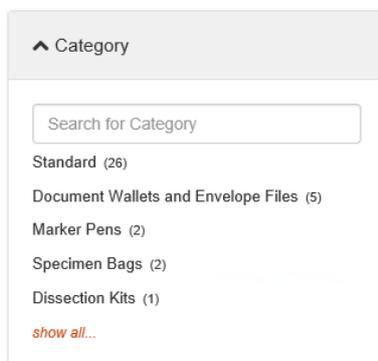
If you do not wish to filter or compare your search results proceed to page 4 Adding items to your basket.

Please Note:

Any pricing information should not be disclosed to anyone outside of the University's employment, to do so would constitute a breach of the University's confidentiality agreement with the supplier and could potentially lead to further legal action being taken against the University and/or the individual. Any requests for information on this agreement from outside of the University should be immediately referred to Procurement Services.

Filtering your search

Once the list of items is displayed the **Filters** can be used to tailor your search results further, by description, price, category, supplier and/or pack size.



The screenshot shows a filter dropdown menu for 'Category'. At the top, there is an upward-pointing arrow and the text 'Category'. Below this is a search box with the placeholder text 'Search for Category'. Underneath the search box is a list of categories with their respective item counts in parentheses: 'Standard (26)', 'Document Wallets and Envelope Files (5)', 'Marker Pens (2)', 'Specimen Bags (2)', and 'Dissection Kits (1)'. At the bottom of the list is a link that says 'show all...' in red text.

Click to expand the list and check the categories you require. The screen will then display those items that match your search criteria.

The first few most populated categories are shown. You can type in the search box to locate a Category, or click on *show all...* to view the full list.

Compare products

Following a search, you can compare the details of up to four items from the search results. Check the compare box for the relevant items and they will be listed at the top of the search results as they are selected.

Detailed Procedure Marketplace Requisitions


Pilot G207 Retractable Gel Black Pen G2 Pk12- PACK12


Pilot Fineliner Black Pen Pk12 SWPPBlack- PACK12


Bic Grip Ball Point Black Pen Pk20- PACK20


X2 Replacement Black Pen for Chart Recorder

Select between two and four items to compare then click "Compare"

Clear all
Compare

Your search for "**black pen**" found **668** products

Sort By: Relevance
Items per page: 20 40
1 out of 34 ▶



[X2 Replacement Black Pen for Chart Recorder](#)
X2 Replacement Black Pen for Chart Recorder

Supplier: Fisher Scientific Ltd
Catalogue No: 15640177
Mfr. Part No: 80055-72

✔ Contracted

✔ No delivery charges

Compare

Unit price

£ 31.57

Pack size: 2

Min qty: 1

Add to basket





[Bic Grip Ball Point Black Pen Pk20- PACK20](#)
Bic Grip Ball Point Black Pen 811925
...allpoint, Ink Colour: Black, Barrel Colour: Orange

Supplier: Banner
Catalogue No: 0816271
Mfr. Part No: 811925

✔ No delivery charges

Compare

Unit price

£ 3.55

Pack size: 20

Min qty: 1

Add to basket

Click on the **Compare** button to display the product details. The items you are comparing are displayed.

Compare products back to search results »				
	Pilot G207 Retractable Gel Black Pen G2 Pk12- PACK12	Pilot Fineliner Black Pen Pk12 SWPPBlack- PACK12	Bic Grip Ball Point Black Pen Pk20- PACK20	X2 Replacement Black Pen for Chart Recorder
Product image (if available)				
Price	10.65	11.59	3.55	31.57
Contract reference (if available)				Laboratory Consumables & Chemicals IRLA Lot 9, Multi Purpose (LAB4040 SU)
Available quantity (if available)	No information available	No information available	No information available	0
Delivery charge	✔ No delivery charge	✔ No delivery charge	✔ No delivery charge	✔ No delivery charge
Quantity	<input type="text" value=""/> Add to basket	<input type="text" value=""/> Add to basket	<input type="text" value=""/> Add to basket	<input type="text" value=""/> Add to basket
Category	Pens	Pens	Pens	Chart Recorder Pens
Supplier	Banner	Banner	Banner	Fisher Scientific Ltd
Manufacturer	Pilot	Pilot	Bic	Cole Parmer
Cat no	1393881	101574	0816271	15640177
Manufacturer part no	G2 BLACK	SWPPBK	811925	80055-72
Pack size	12	12	20	2
UOM	Each	Each	Each	Each
Description	Pilot G207 Retractable Gel Black Pen(Pack of 12) G2 BLACK... read more...	Pilot Fineliner Black PenSWPPBlack... read more...	Bic Grip Ball Point Black Pen 811925... read more...	X2 Replacement Black Pen for Chart Recorder... read more...
Specifications				Lead Time 21 Is Hazardous Material?

You can input quantity required, add an item to your shopping basket, view delivery charges for that supplier and see available stock (if provided by supplier).

Adding items to your basket

1. Once you have found the items you wish to buy, enter the amount in the **Quantity** field. The price will change to reflect the total cost of your desired quantity (with the original price showing below it)

2. Click on **add to basket**. You can also do this directly from the compare screen.
3. A running total of the number and value of items in your shopping basket is displayed in the header bar, click on **View Basket (x)** to view the contents (*you cannot do this if your basket is empty*).

Shopping basket [continue shopping »](#)

<input type="checkbox"/>	Details	Delivery charge	Pack size	Unit price	Order quantity	Total
<input type="checkbox"/>	<p>Startech 4K USB-C Laptop Docking Station with HDMI - 1 x USB ports - Priced Each - This product must be ordered in a multiple of 1</p> <p> Catalogue number 1383770 Supplier RS Components Ltd Manufacturer StarTech.com</p>	No delivery charge	1	62.15	<input type="text" value="1"/>	62.15
<input type="checkbox"/>	<p>LAPTOP BAG, MONTEGO, 17.3</p> <p> Catalogue number 3403322 Supplier Onecall Manufacturer HAMA</p>	No delivery charge	1	9.7371	<input type="text" value="1"/>	9.74
<input type="checkbox"/>	<p>Pilot Fineliner Black Pen Pk12 SWPPBlack- PACK12</p> <p> Catalogue number 101574 Supplier Banner Manufacturer Pilot</p>	No delivery charge	12	11.59	<input type="text" value="2"/>	23.18

Checkout

Subtotal: 95.07

From your shopping basket you can:

- Continue shopping
- Checkout your requisition and then add Non-Catalogue items to your cart
- Checkout your requisition and approve/forward for approval
- Amend the quantity
- Empty the basket
- Delete selected items
- Add the contents of the basket to a saved basket



Please be aware that the Marketplace timeout is 30 minutes of inactivity.