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.

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**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.

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**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.

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.

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