**Marketplace – Read Only Access**

This is a step-by-step guide for read only access users of Marketplace.

Read only access allows an end user to search the Marketplace (Science Warehouse) and create a saved basket of goods that can be shared with a pre-defined member of Cambridge staff such as a departmental buyer. This person will process the basket of goods and place a purchase order on your behalf.

Read only access must be requested by your departmental key contact using the access request form. [https://ufs.admin.cam.ac.uk/user-access-cufs-cognos-read-only-marketplace](https://ufs.admin.cam.ac.uk/user-access-cufs-cognos-read-only-marketplace)

### Getting Started:

1. Log in using this link - [Advanced Marketplace Login (sci-ware-customer.com)](https://ufs.admin.cam.ac.uk/user-access-cufs-cognos-read-only-marketplace)

   ![Login](welcome.png)

   N.B. First times users: procurement@admin.cam.ac.uk will have issued you with your User ID and temporary password.

2. **TIP:** Review the Resource Centre for help videos

   ![Resource Centre](resource-centre.png)
Search products and create basket:

3. From the Search bar, search for a product e.g., A4 paper.

4. Use the compare function to ensure that you are purchasing the best product at the best price:

You can add multiple products to the compare view by selecting the compare box in the top right hand corner of the product description:

5. Scroll back to the top of the screen and select compare:
You will then be presented with the following comparison view allowing you to select the most competitive product based on your requirements:

6. Select the required product clicking on the product name to view full details (do not click Add to basket)

7. Click Add to saved basket found under Product Option on the left-hand side.

Name your saved basket using the following naming convention:

Your initials
Today's date: DDMMYY
Department Code: Select Click here for a full list of dept. codes

E.g. JH-120122-AG/1
N.B. If you share multiple baskets in one day, follow the reference with a forward slash and a number.

8. Click Continue Shopping to add other items to your basket.

NOTE: When you add subsequent items, select the correct Saved Basket you want it added to.

Delivery Charges:

9. Some suppliers charge for delivery. In our Banner photocopy paper example (above), no delivery charge applies. Please check! Navigate to the item by clicking on the item name in your saved basket (or use application ‘back’ arrow).

10. Click on Delivery Charge tab: A line item will appear in this tab when delivery charges apply. To add delivery to your saved basket, click on the line item and add it to the applicable saved basket.

DO NOT CLICK ADD TO BASKET, this will give you an error.
Sharing your saved basket:

11. Navigate to Saved Baskets, at the top of your screen. Click on the basket name and select **Share saved basket**

![Image of the marketplace interface with a basket named "Checkout", showing a subtotal of $90.64 and a "Share saved basket" button.]

12. You now need to share the basket with the buyer/requisitioner who will place the order.

In the add a new user box, start typing a user’s name, select the correct name, and ensure the box to allow the new user to change basket contents is ticked. Click on **Add permission**.

![Image of the add new user interface with a search bar and a list of users.]

**Important**: Please note “Add New Role” will not create a new user, please contact your departmental buyer(s) if you are unable to find the relevant buyer/requisitioner.

Your saved basket has now been shared.
Informing Departmental Buyer/Requisitioner:

13. Take note of the name of your saved basket and email the information below to the buyer/requisitioner who will be creating the order:

- Basket Name:
- Charge Code:
- Authoriser (if required):
- Hazard info (if required):

14. This basket will now be ready to progress to order

Example Email to Departmental Buyer/Requisitioner

Dear (Departmental Buyer/Requisitioner Name),

I have shared the following basket with you on Marketplace. Please progress to order and let me know if you require any additional details:

Basket Name: JH-120122-AG/1
Charge Code: AGBA.AAAA.ESKG
Hazard Info: Not applicable

Many Thanks,

Further Information

If you have any process queries, please contact:

Advanced Account Manager: Catherine Gregory
catherine.gregory@oneadvanced.com

University of Cambridge Support:
procurement@admin.cam.ac.uk