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Summary

The Marketplace is where a requisitioner shops for goods and services made available to them by Buyer Administrators in their organisation. It can be accessed via a link within the Buyer organisations own P2P or via the Basware online requisition tool.

Items in the Marketplace are linked to Agreements created by the Buying Organisation and can either be an item loaded by a Supplier in the Marketplace directly or a 'punchout item' which links to a Supplier's own sales order website.

The Marketplace reflects typical on-line shopping functionality and should be easy to use by anyone that has bought goods and services via a commerce website before.

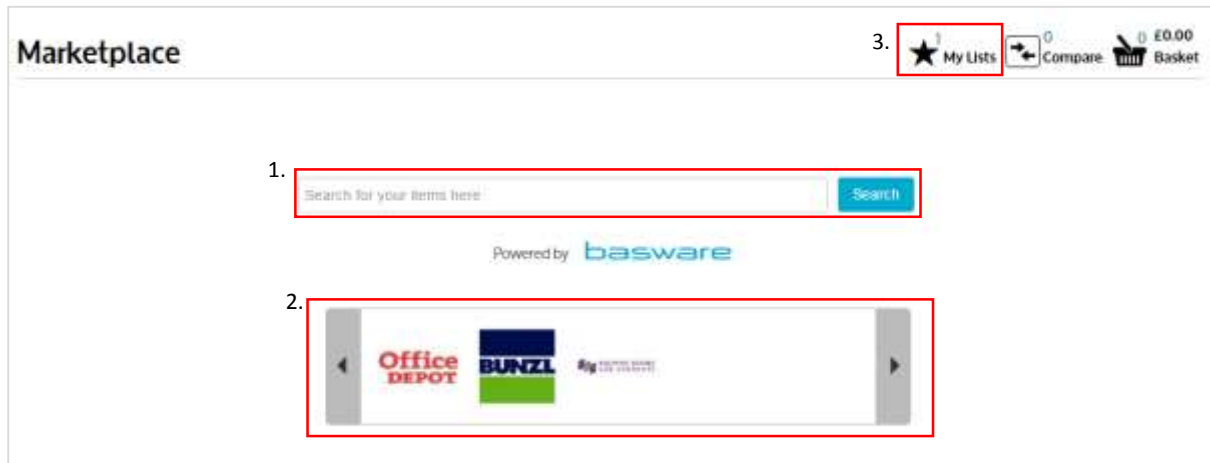
Basic functionality of the Marketplace includes:

- **Item search** - In the Marketplace you are able to search for items by a word search and then refine by using filters and sorting. Items will clearly indicate if they are no longer available and are automatically linked in to bundled items and related items as determined by the Supplier.
- **Create lists** - Add frequently purchased items and/or related items to a personal list for quick access
- **Compare** - Compare items in a side by side view to make an informed buying decision based on your buying criteria
- **Punchout** - Access Supplier sales order websites to shop and add items to the shopping basket
- **Create Shopping Basket** - Add items to your shopping basket to 'checkout' and create your requisition

Marketplace Landing Page

From the landing page there are 3 options with which to start your search.

1. The most common approach is to enter likely words describing the items you are looking to buy in the search bar.
2. If your organisation and user profile include the external supplier websites, these will be displayed in the punchout carousel directly below. Click the relevant supplier link to open the supplier website to search for items.
3. The third starting point is to access My Lists and search for your items here.



Search

The search functionality will look at data contained in the following item fields:

- Item ID
- Manufacturer ID
- Item Name
- Item Keywords
- Agreement Keywords
- Manufacturer Name
- Supplier Name
- Contract Reference
- Description
- UNSPSC Class name

Note that your search terms are combined using an OR, for example if you are searching for *pink saddle* then the search results will show any items with either *pink* OR *saddle* in the fields listed above. You can change this on the search results page by selecting 'Match all keywords' in the filter list. This will combine the search terms using an AND, i.e. the search results will show any items with both *pink* AND *saddle* in the above fields.

You must enter a search term before clicking 'Search'.

Punchout to Supplier websites

If your organisation and user profile has access to external supplier websites, you can click a link from the punchout carousel.

If you do not have access to any external supplier websites the carousel will not be visible.



Simply click the logo of the supplier you want to access and you will punchout to the supplier website. Add required items to the shopping basket and checkout to return those items to the Marketplace shopping basket.

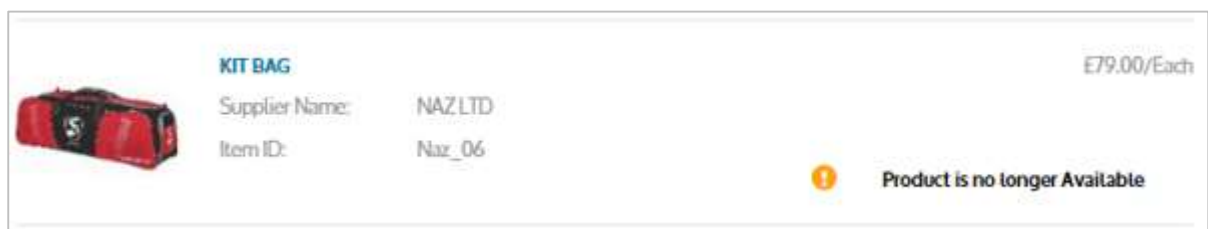
Search Results Page

The results of your search will be displayed in a list format as shown below. A thumbnail image (if provided by the Supplier) along with the key summary information will be displayed.

The screenshot shows a Marketplace search results page. At the top, there is a search bar with the text 'Showing 1-10 of 10 results' (1). To the right, there are navigation links: 'My Lists' (2), 'Compare' (3), and 'Basket' (4) with a value of '£0.00'. Below the search bar, there are filters for 'Sort by Relevance' (5) and '25 results per page'. The main content area displays a list of items. Each item includes a thumbnail image, the item name (2), supplier name, item ID, contract reference, and price. A quantity input field and a 'Buy' button (3) are provided for each item. On the right side, there are additional filters: 'Show Expired Products' (5), 'Match all keywords', 'Filters', 'Clear Filters', 'Price' range (6), and a list of categories (7) including 'Environment-friendly Item', 'Hazardous Item', 'Manufacturer Name', and 'Categories'.

1. You can see the number of results returned from your search.
2. Click the item name to see more information about the item
3. The item will display by default the minimum quantity available to order. If for example the minimum order quantity is 5, you will be unable to order less than this.

- 3.1. Click 'Buy' to add the item to the shopping basket. The item count will increase beside the basket icon in the top right of the page
- 3.2. Click the  button to add your item to a list (See My Lists for further details) and the  button to add the item to the Compare table (see Compare for further details)
4. You are able to sort the results by a number of options to help browse the list and you are able to change the number items displayed on a page
5. This set of general filters allows you to refine the results in the following ways:
 - 5.1. By default the search results will only display items available to buy. You can toggle the Show Expired Products filter to display items that are now unavailable.
NOTE: The items will become unavailable if the Agreement or Price List has expired or if the Supplier temporarily flags the item unavailable. Items that are unavailable cannot be added to the shopping basket and will be displayed as shown below:



If you would like the items to be made available, you will need to contact your Buyer Administrator

- 5.2. To refine the search results further, toggle the Match all keywords filter. This will only return items that contain *all* the words entered in the original search.
- 5.3. Enter a minimum and maximum price range to exclude items that have a unit price outside of that range
6. The filters displayed are 'item attribute' filters and will display according to the results of the search and the item details available. Again you can toggle these filters on and off to refine the results.
7. My List, Compare and the Shopping Basket indicate the number of lists or items contained in them and you can access these pages by clicking the icons.

Access 3rd party websites via an item in the search results

In addition to accessing Supplier sales order websites via the landing page, you can access these sites via the search results. These links will appear in addition to standard items.

An item with a link to a supplier website will display the following message and button link:



Click the button to access the Supplier website.

Item Detail


The Item Detail page contains additional information about the item including:




1. Long description
2. Quantity based price breaks
3. Delivery charges
4. Additional images and documentation
5. Bundled items (additional items that come as part of a bundle with the item)
6. Related items (similar items available by the same Supplier)

You are able to add items to the shopping basket, My Lists and the Compare table from this page.

Item Details

★¹ My Lists
↔⁰ Compare
🛒⁰ £0.00 Basket



HI POWER Car Battery

Supplier: NAZ STORES LTD
Item ID: BAT_06

Price: £77.00 Quantity: [Buy](#)

Unit of Measure: Each [★](#) [↔](#)

Price Breaks: None

Contract Reference: WD123

Delivery: Single Delivery Charge

Description

"Lightweight Lithium Ion starter battery, 1.98 lb / 900 gram, specially developed for motorcycles, jet-skis, snowmobiles, ATVs and Quads. This newly developed battery is designed to replace the much heavier 10 to 12 Ah lead/acid battery. The super B 5200 is based on the safe Lithium Iron Phosphate technology (LiFePO4), better known as Lithium Ion. The super B 5200 delivers up to 300 Cranking Amps and offers many advantages over conventional 10 to 12 Ah lead/acid batteries: weighs less: as much as 80% weight saving; 1.98 lb / 900 grams; recharges many times faster: within 5 minutes after starting your engine the battery will be recharged; is much smaller: 1/3 or less of the space; 4.49 inch, 3.2 inch, 2.4 inch (WxHxD) / 114mm x 81.25mm x 62mm (WxHxD); has a longer service life: more than 5 years instead of 2 to 3 years; has a low self-discharge rate. Technical specifications Nominal capacity and voltage 5200 mAh, 13.2 V EqPb (Equals lead acid battery) 10 to 12Ah Recommended standard charge method 7A to 14.4 CCCV, 45 min Recommended fast charge current 20A to 14.4 CCCV, 15 min Maximum continuous discharge 100A Pulse discharge 300A Recommended charge and cut-off V at 25°C 14.4V to 8V Recommended charge and cut-off V below 0°C 15.2V to 2V Operating temperature range -22°F to +140°F / -30°C to +60°C Storage temperature range -58°F to +140°F / -50°C to +60°C Battery weight 1.98 lb / 900 grams Dimensions 4.49 inch, 3.2 inch, 2.4 inch (WxHxD) 114mm x 81.25mm x 62mm (WxHxD)"

Additional Information

Name	Value
Hazardous Item	Yes
Manufacturer Product ID	Hi

My Lists

The My Lists section enables you to build lists of items grouped together for faster reference and selection, or because you buy the items frequently.



If your buyer administrator has created lists for you, you will find these Organisation Lists in the same menu (see right).



Move your mouse over the **My Lists** button on the Marketplace navigation and the lists menu will appear.

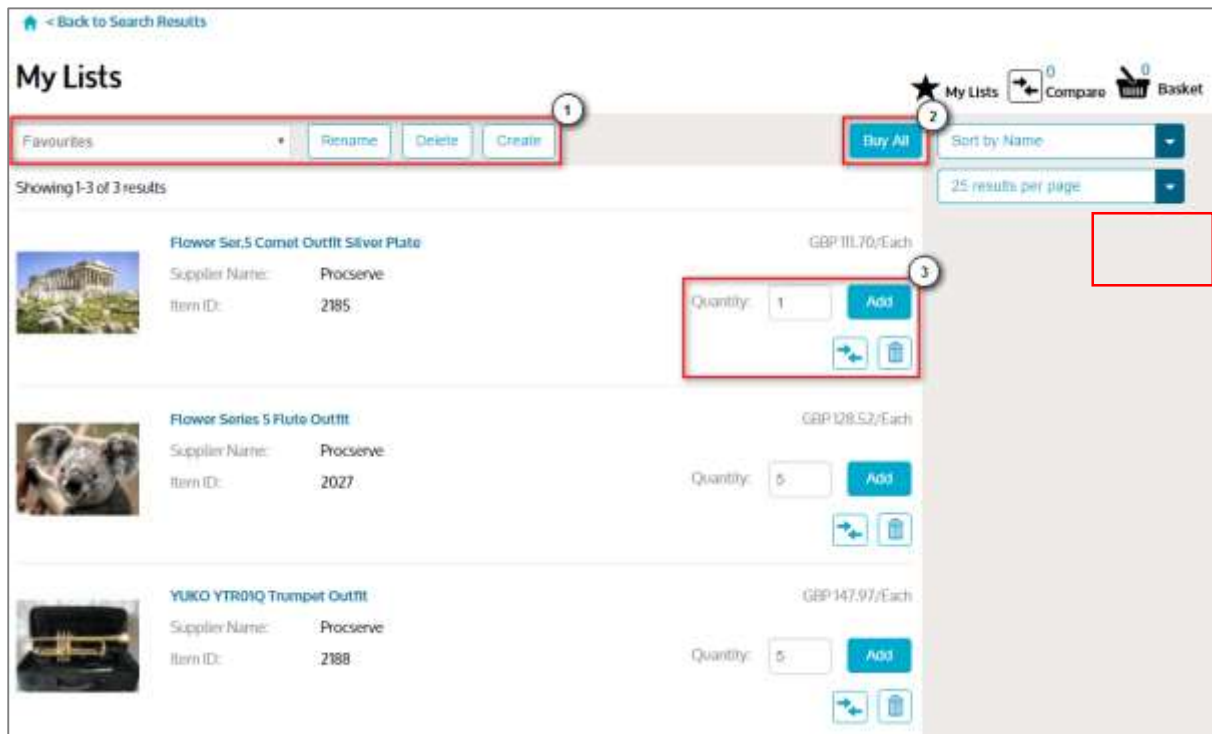
Click the **My Lists** button or the name of the list you wish to view and the list will load.

To add an item to the Favourites list click the icon within the item (below).




Working with Lists

- Existing lists can be renamed or deleted, and you can create new lists.
- If you click 'Buy all' then all the available items in the list will be added to your basket. If any items are currently unavailable, the system will list them and will not add them to the basket.



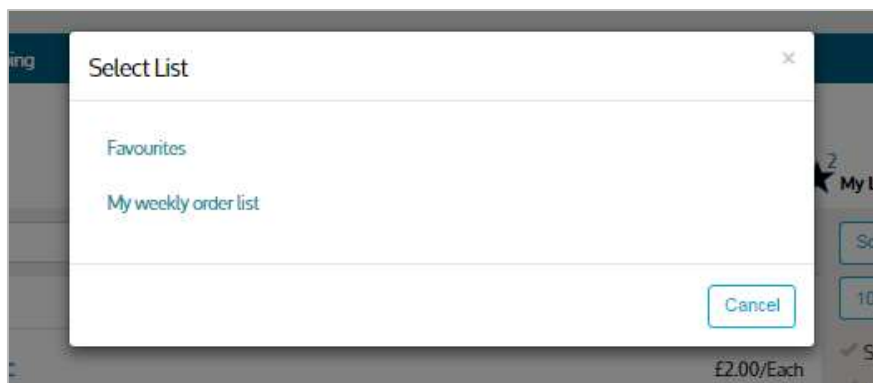
- You can select individual items within your list to add to the shopping basket by clicking 'Buy.'

Click the  button to add items to the Compare table.

Click the  button to delete the item from your list.

Note that you cannot delete items from Organisation Lists.

When adding items from the search results to My Lists, a pop-up window will appear if you have more than list. Click the appropriate list to continue.

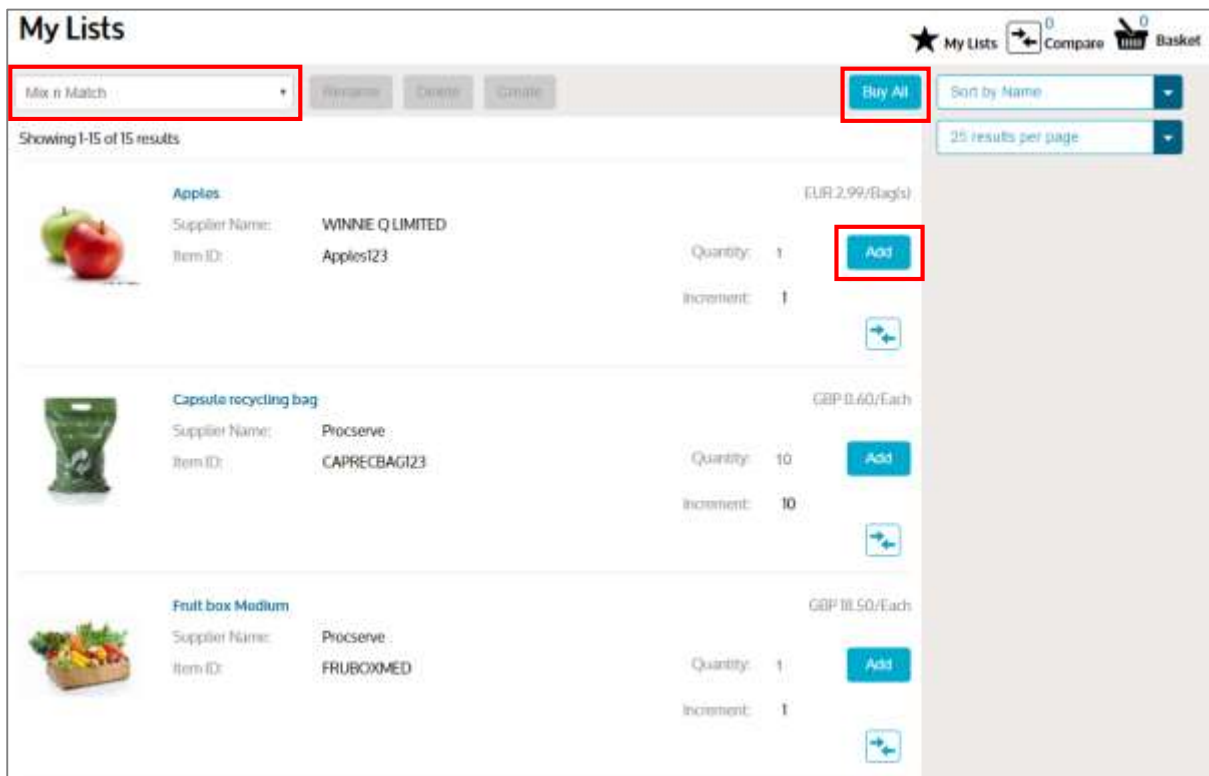


Organisation Lists

You can also view and shop items saved within 'Organisation Lists'. These are created and made available by your buyer administrator.



1. Select the organisation list from the dropdown you wish to view and purchase items from.
2. Organisation lists function in the same way as your own shopping lists. You can opt to buy all items in the list by clicking 'Buy All' or click 'Add' for adding individual items to your basket.
3. You can add items from several lists to your shopping basket and check out once if all items are in the same currency. For items in a different currency, you need to create a new shopping basket



Compare

The compare feature provides you with the ability to review items side by side to help make a well-informed buying decision. Add items from the search results or the item detail pages by clicking the compare button.

The Compare button will increase in count as items are added to the Compare table:



You can compare up to 8 items.

The screenshot shows the 'Item Comparison' interface with four items in a grid. At the top right, there are icons for 'My Lists' (2), 'Compare' (4), and 'Basket' (3, £2,657.35). A search bar is at the top left. The items are:

- Item 1:** Flower Series 5 Clarinet outfit. Price: £94.46 / Each. Quantity: 5. Buy button.
- Item 2:** Spring Flowers Bouquet. Price: £29.00 / Each. Quantity: 1.0. Buy button.
- Item 3:** Flower Series 5 Clarinet outfit. Price: £94.46 / Each. Quantity: 5. Buy button.
- Item 4:** Flower Series 5 Flugelhorn Lacquer. Price: £129.04 / Each. Quantity: 5. Buy button.




Each item card includes details like Price Breaks, Delivery, Supplier Name, Item ID, Manufacturer Part ID, and Description. A 'Compare with this item' checkbox is at the bottom of each card. The 'Remove All' button is highlighted in the top navigation bar.







1. Add items to the shopping basket directly from the page
2. Select the item name to view the item detail page
3. You are able to compare against an item by selecting **Compare with this item**. It will highlight rows of information on the other items where it differs to that item.
4. Remove individual items or remove all items from the compare table

Shopping Basket

The shopping basket summarises the items and groups the items in the list by Supplier. It will automatically calculate and include delivery charges, price breaks, bundled items and display a total cost excluding VAT.

The shopping basket can contain items from multiple suppliers as well items from both the Basware marketplace and external supplier websites.

1. Remove individual items by selecting the remove button  or clear the whole basket by clicking 
2. To complete the requisition within the Basware system or your own purchasing system select 

Shopping Basket		Basket Total:	£3,512.65
Procserve			
	Flower Series 5 Alto Sax Outfit - Lacquer Item ID: 2043 Price: £171.06/Each Description: Flower Series 5 Alto Sax Outfit - Lacquer	Quantity: 5	£855.30
	ELKI Soprano Sax Curved Item ID: 2055 Price: £320.66/Each Description: ELKI Soprano Sax Curved	Quantity: 5	£1,603.30
	ART Alto Sax Outfit Item ID: 2169 Price: £198.75/Each Description: ART Alto Sax Outfit	Quantity: 1	£198.75
	Flower Series 5 Alto Sax Outfit - Lacquer Item ID: 2043 Price: £171.06/Each Description: Flower Series 5 Alto Sax Outfit - Lacquer	Quantity: 5	£855.30
Delivery:	Free Delivery items		£0.00
		Supplier Total:	£3,512.65