



UNIVERSITY OF
BATH

e-Marketplace User Guide

and

Buyers Guide

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Introduction

Lyreco are on the e-marketplace as a Punchout (external website) catalogue supplier. Purchases from Lyreco will be used under the Office Stationery Contract. This guide has been put together to talk you through ordering on e-marketplace.

The contract

Lyreco have the contract for the provision of Office Stationery. If you would like any other products added that do not conflict with any other contract held within the University, we can review and add where appropriate. In the first instance please email Louise Rudall.

The prices in the punchout catalogue are the contracted prices where applicable.

From 1st April 2021 deliveries to campus from Lyreco will take place twice a week, on Tuesdays & Fridays.

Contacts

If you have any queries about the punch-out or the contract, please contact:

Louise Rudall

Category manager

01225 38 6939

Lmr39@bath.ac.uk

For queries relating to the contract between Lyreco and Bath

Rich Backholer

Procurement Systems Analyst

01225 38 7447

r.j.backholer@bath.ac.uk

For e-Marketplace, Agresso and System queries

Lyreco

Alan Stewart

Account Manager

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alan.stewart@lyreco.com

Lyreco Catalogue User Guide

After punching out from Agresso you will land on the Lyreco homepage below:

The screenshot shows the Lyreco homepage. At the top, there is a search bar with the placeholder "Enter keyword or product code" and a magnifying glass icon. To the right of the search bar is a shopping cart icon with "0 Item GBP 0.00". Below the search bar, there are links for "ORDER FROM A FILE" and "QUICK ORDER FORM". The main navigation menu includes categories: PAPER & ENVELOPES, INK & TONER, OFFICE SUPPLIES, TECHNOLOGY, FURNITURE, and FACILITIES SUPPLIES. A sub-menu for "MY DASHBOARD" is open, showing a "Welcome WEBSHOP TEST ACCOUNT" and an "Account : 60347305". Below the dashboard, there is a "NEED HELP?" section with a phone number (0845 767 6999) and a "Why choose Lyreco?" link. The central content area features a large banner with the text "GUARANTEED QUALITY and ENVIRONMENT COMMITMENT" and images of trees and recycling symbols. To the right of the banner, there is a "Samsung OLP-415NW Printer" image and a "Year End Archive LYRECO CARTRIDGES" section. Below the banner, there is a "Good value products" section with three product images: a box of pens, a toner cartridge, and a storage box. The "NEWS" section on the left shows a "Winner of BESMA" award with a trophy icon. Below the award, there is a brief description of the BESMA Customer Service Team of the year award and a "View more details" link.

From this screen you can access all catalogue sections across the top. Hover your cursor over the sections to expand the box to choose the relevant category:

The screenshot shows the Lyreco homepage with expanded catalogue sections. The top navigation menu is visible, and below it, there are five expanded sections: "Inkjet Cartridges", "Laser Cartridges", "Fax Cartridges", "Copier Cartridges", and "Printing Ribbons". Each section has a list of sub-categories. The "Inkjet Cartridges" section includes "Original cartridges", "Compatible cartridges", and "Print-head cartridges". The "Laser Cartridges" section includes "Original cartridges", "Compatible cartridges", and "Accessories". The "Fax Cartridges" section includes "Original cartridges" and "Compatible cartridges". The "Copier Cartridges" section includes "Original cartridges" and "Compatible cartridges". The "Printing Ribbons" section includes "Printer ribbons", "Typewriter ribbons", and "Calculators ribbons/ink rollers".

Alternatively, if you want to perform a search on a specific term then use the smart search box situated at the top of the screen

SEARCH OR ADD TO BASKET QUICKLY

Enter keyword or product code



Your search results will then be displayed:

Results for «A4 Recycled Paper» (50 products)

FILTER BY

CHARACTERISTICS

- promotion (0)
- green products (49)
- new products (2)
- good value (6)
- clearance products (0)
- ergonomic products (0)

NEED HELP?

0845 767 6999
From 8.30am to 5.30pm
Call us now

» Frequently asked questions

Why choose Lyreco? >>

NEWS

2012 CATALOGUE

Lyreco 2012 Catalogue
Lyreco announce launch of the new

DISPLAY IN:

SORT BY: Relevance

GOOD VALUE

EP4 A4 RECYCLED PAPER 80GSM WHITE - BOX OF 5 REAMS (500 SHEETS PER REAM)
Product Code: 2.845.924

GBP 103.35 Box **In stock**

EVERCOLOUR RECYCLED PAPER A4 80G PINK - REAM OF 500 SHEETS
Product Code: 3.763.814

GBP 27.22 Each **In stock**

EVERCOLOUR RECYCLED PAPER A4 80 G IVORY - REAM OF 500 SHEETS
Product Code: 3.763.803

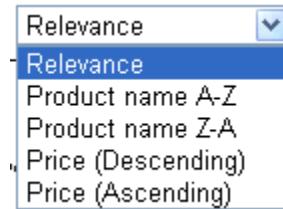
GBP 27.22 Each **In stock**

You can choose to display your results in List or Grid format by selecting here:

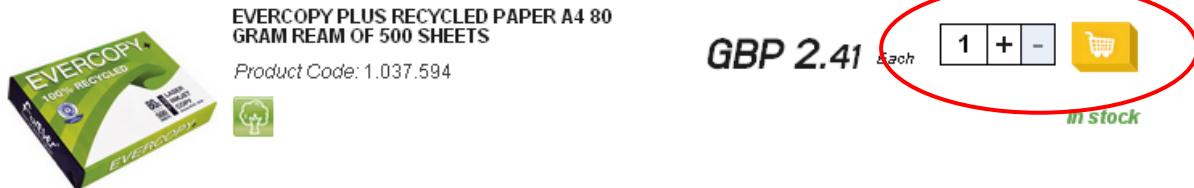
DISPLAY IN:

Sort your results using the drop-down box →

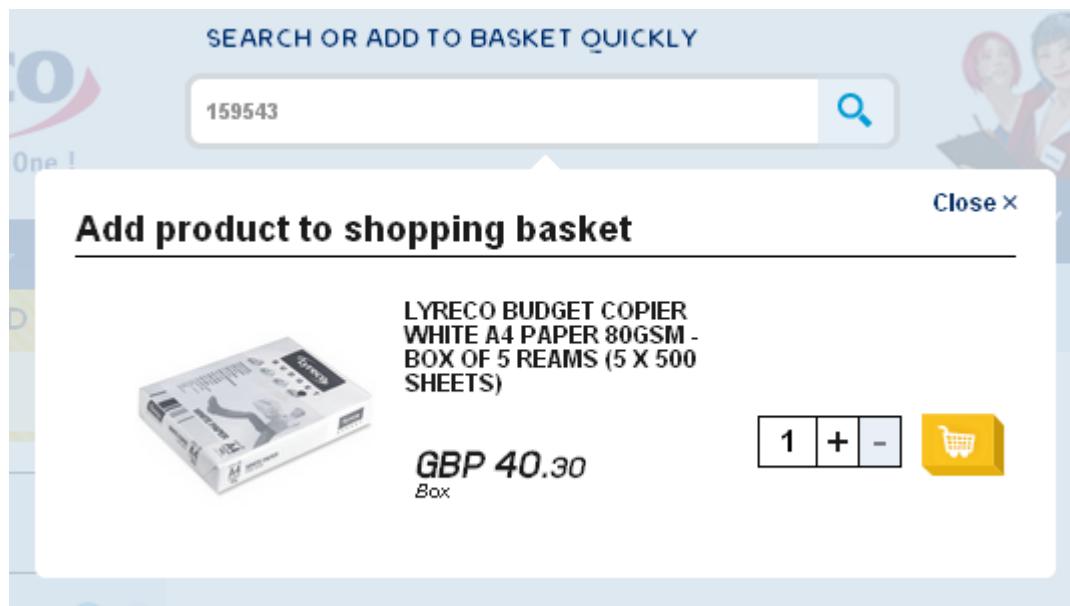
Add products to your shopping basket quickly easily by selecting a quantity (default =1) and the basket icon



and clicking



If you know the product code of the item you wish to order you can enter that directly into the smart search box too:



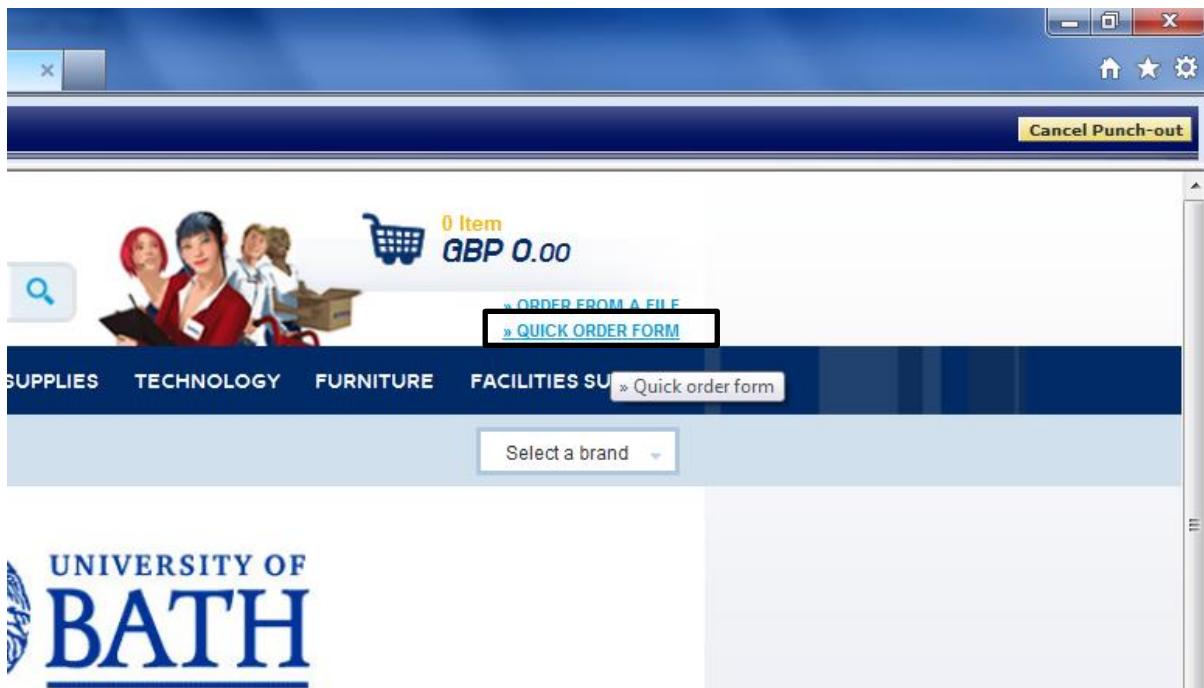
After entering the code (no need to press enter) your item will be displayed in a pop-up box as above. Again, you can change the quantity and add to the basket quickly and easily.

If you want to know more information about any product then click on the description to take you to the full product detail page where you can access more images and other items such as COSHH data sheets (where applicable)

Quick Order

If you know the product codes you wish to order you can use the “Quick Order Form” to complete your order.

Click on the link as shown below in the top right of the screen



The screenshot shows the 'Quick Order' form. It has a table with 10 rows for entering product codes. The first row is highlighted with a blue border and contains the product code '5.421.111'. To the right of the table, a callout box contains the following text: 'Add the product code(s) and then click on "Add to Basket" when you are done.' A black arrow points from the text in the callout box to the 'Add to Basket' button at the bottom right of the form.

	Product code	Quantity
1	5.421.111	<input type="button" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/>
2	Product code	<input type="button" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/>
3	Product code	<input type="button" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/>
4	Product code	<input type="button" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/>
5	Product code	<input type="button" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/>
6	Product code	<input type="button" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/>
7	Product code	<input type="button" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/>
8	Product code	<input type="button" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/>
9	Product code	<input type="button" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/>
10	Product code	<input type="button" value="1"/> <input type="button" value="+"/> <input type="button" value="-"/>

Completing your order

Once your order is complete, go to the shopping basket page by clicking the basket situated in the top-right corner of the page.



From this page, you can review your order before checking out:

A screenshot of the Lyreco shopping basket page. At the top, there is a form to 'ADD A PRODUCT BY PRODUCT CODE' with a 'Quantity' section showing '1' with '+' and '-' buttons and a yellow shopping cart button. Below this, a heading says '1 item in my basket' with a shopping cart icon. The main table lists the item: 'LYRECO WHITE A4 PAPER 80GSM - BOX OF 5 REAMS (5 X 500 SHEETS)' with 'Product Code: 157.796'. The price is 'GBP 42.65' per box. The quantity is '1' with '+ -' buttons and a yellow shopping cart button. The status is 'In stock'. At the bottom of the table are 'Add to My Favourites' and 'Remove' buttons. A 'YOU MAY ALSO WANT' sidebar on the left lists a 'PORTABLE FAN HEATER' for 'GBP 27.49' and a 'CONVECTOR HEATER' for 'GBP 29.42', each with a quantity selector and a yellow shopping cart button. On the right, there is a summary table with 'Net total' 'GBP 42.65', 'VAT' 'GBP 8.53', and 'GROSS TOTAL' 'GBP 51.18'. A large red circle highlights the 'CHECKOUT' button at the bottom right of the page.

Click the 'Checkout' icon to take these products back to your purchasing system and continue to complete your purchase order.

Non-Catalogue Purchase Orders

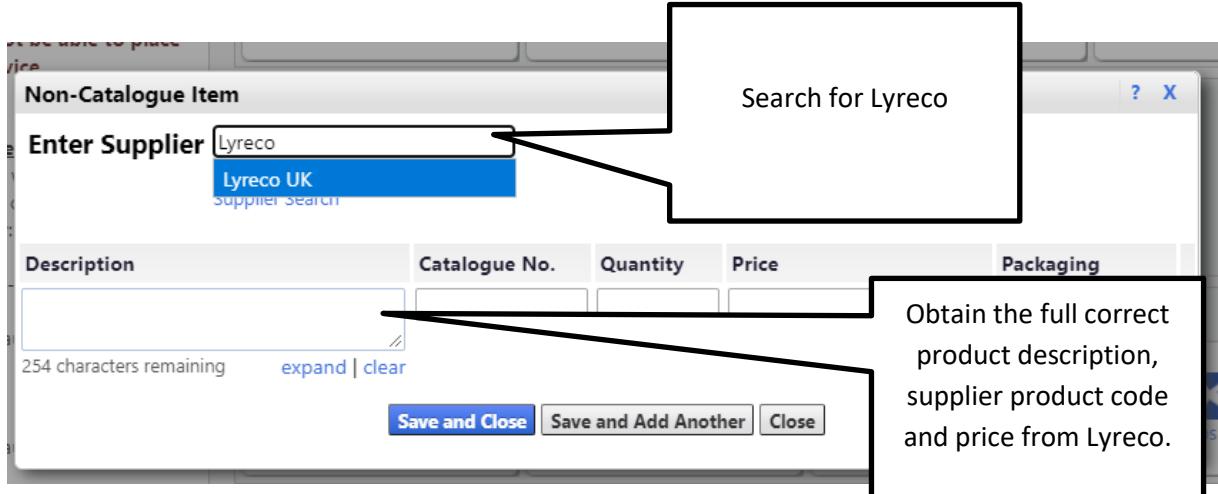
Non-Catalogue Purchases are only permissible where a supplier does not have a product in their catalogue and the product being bought has been approved by Louise Rudall

Non-Catalogue access is restricted to a few users per Faculty. This is done in SciQuest only.

Those who have access will have "Non-Catalogue Item" in their menu as below:



To start



- Once ready, press save and close, or save and add another (Non-Cat) product.
- Continue as a normal Cart from then onwards.
- Please note do not mix NON-CAT items with items brought back from the punchout site as the order will not work correctly.