



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
07766 472618
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 left is the Lyreco logo with the tagline 'OFFICE & WORK SOLUTIONS'. To the right is a search bar labeled 'SEARCH OR QUICK ADD' with a magnifying glass icon. Further right is a shopping cart icon showing '0 item' and 'GBP 0.00'. Below the search bar is a navigation menu with categories: PAPER & ENVELOPES, INK & TONER, OFFICE SUPPLIES, TECHNOLOGY, FURNITURE, and FACILITIES SUPPLIES. On the left side, there is a 'MY DASHBOARD' section with a welcome message for a test account. Below that is a 'NEED HELP?' section with a phone number and a 'Why choose Lyreco?' section. The main banner features a tree graphic and the text 'GUARANTEED QUALITY and ENVIRONMENT COMMITMENT'. To the right of the banner are product recommendations for Samsung printers and a 'Year End Archive' section. Below the banner is a 'Featured products' section with sub-tabs for 'Good value products', 'New arrivals', and 'Great savings'. The 'Good value products' tab is active, showing three products: a box of pens, a box of ink cartridges, and a box of paper.

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:



This screenshot shows the expanded 'INK & TONER' section. It features five sub-sections: Inkjet Cartridges, Laser Cartridges, Fax Cartridges, Copier Cartridges, and Printing Ribbons. Each sub-section lists available options: Original cartridges, Compatible cartridges, and Accessories (for Inkjet, Laser, and Fax). For Copier Cartridges, it lists Original and Compatible cartridges. For Printing Ribbons, it lists 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


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 1 + - 
In stock

 Add to My Favourites

EVERCOLOUR RECYCLED PAPER A4 80G PINK - REAM OF 500 SHEETS
Product Code: 3.763.814
GBP 27.22 Each 1 + - 
In stock

 Add to My Favourites

EVERCOLOUR RECYCLED PAPER A4 80 G IVORY - REAM OF 500 SHEETS
Product Code: 3.763.803
GBP 27.22 Each 1 + - 
In stock

 Add to My Favourites

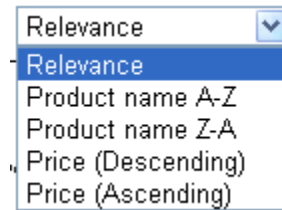
You can choose to display your results in List or Grid format by selecting here:

DISPLAY IN :

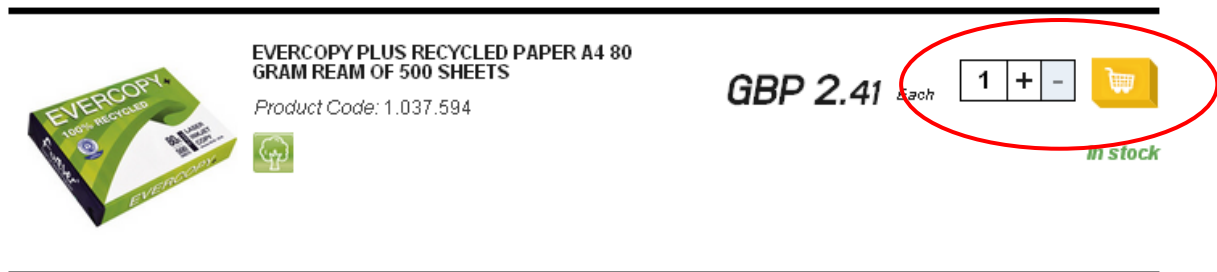


Sort your results using the drop-down box →

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:



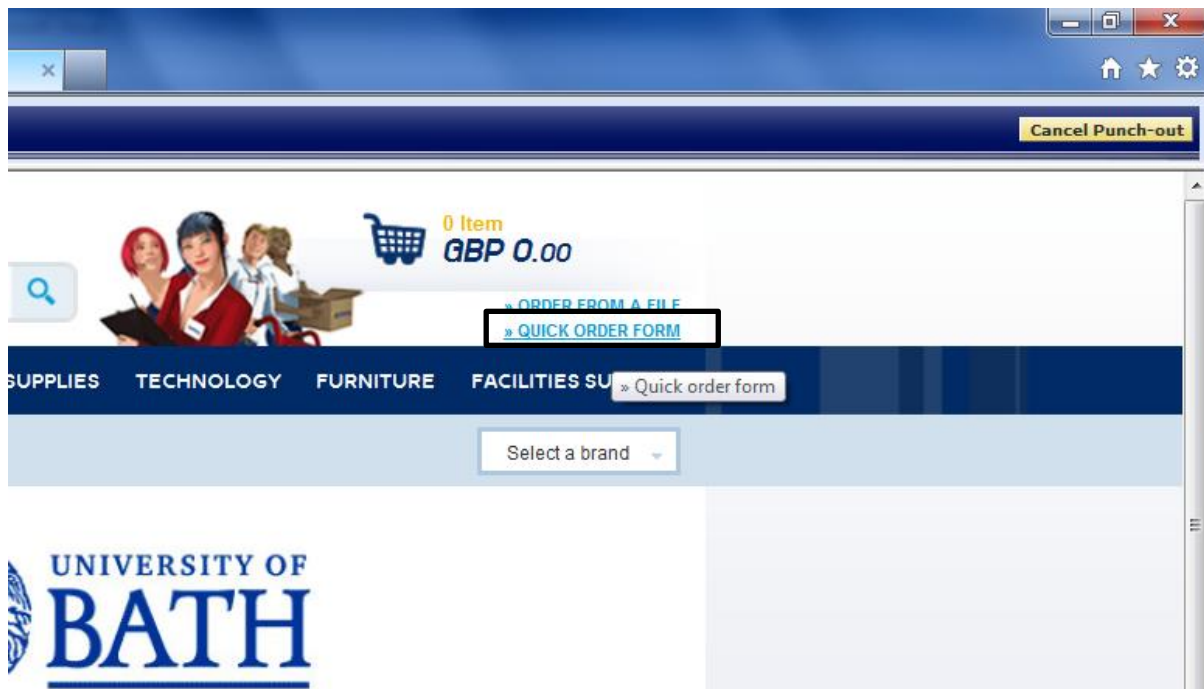
After entering the code (no need to press enter) your item will be displayed in a pop-up box as above. Again, you can change the quantity and add to the basket quickly and easily.

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

A screenshot of the 'Quick Order' form. The form has a table with two columns: 'Product code' and 'Quantity'. The first row is pre-filled with '5.421.111' and '1'. The subsequent rows are empty, with 'Product code' and 'Quantity' labels. A green checkmark is next to the first row. A tooltip points to the first row, containing the text: 'BIC CRISTAL GEL PEN BLACK - VALUE PACK OF 35 PLUS 5 FREE PENS'. At the bottom of the form, there is an 'Add 10 more lines' link and an 'ADD TO BASKET' button.

Add the product code(s) and then click on “Add to Basket” when you are done.

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:

ADD A PRODUCT BY PRODUCT CODE **Quantity**

1 + -

1 item in my basket

Print Save order for later use Add to My Favourites Remove all

PRODUCT	UNIT PRICE	QUANTITY	PRICE
<div><div>GOOD VALUE</div></div> <div>LYRECO WHITE A4 PAPER 80GSM - BOX OF 5 REAMS (5 X 500 SHEETS) Product Code: 157.796</div> <div> </div>	GBP 42.65 <small>Box</small>	<div>1 + -</div>	GBP 42.65 <i>In stock</i>

Add to My Favourites 5 Remove

YOU MAY ALSO WANT

PORTABLE FAN HEATER
GBP 27.49

1 + -

CONVECTOR HEATER
GBP 29.42

1 + -

Net total	GBP 42.65
VAT	GBP 8.53
GROSS TOTAL	GBP 51.18

CHECKOUT

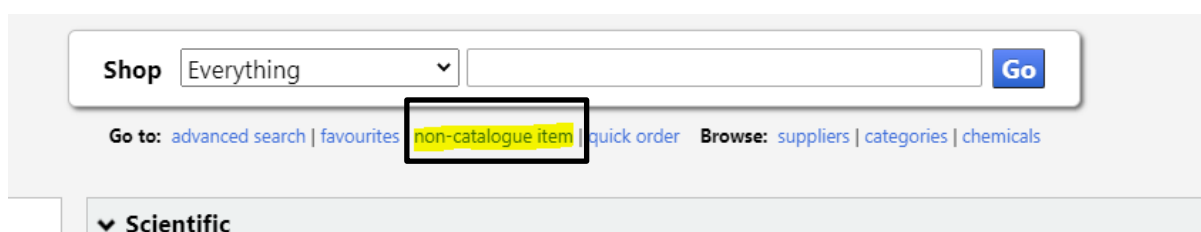
Click the 'Checkout' icon to take these products back to your purchasing system and continue to complete your purchase order.

Non-Catalogue Purchase Orders

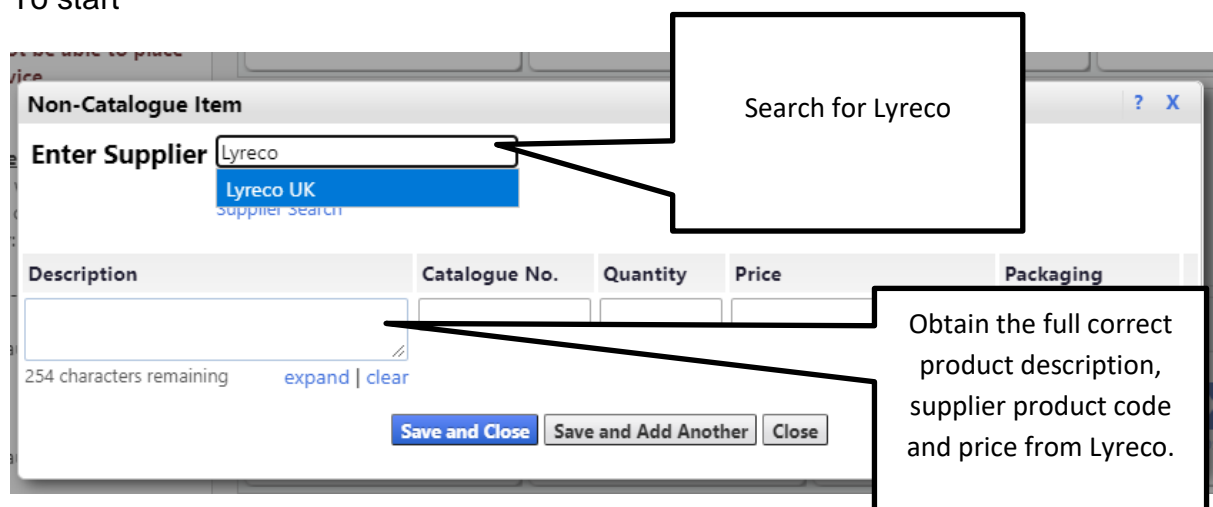
Non-Catalogue Purchases are only permissible where a supplier does not have a product in their catalogue and the product being bought has been approved by Louise Rudall

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.