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:

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:

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

Your search results will then be displayed:

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

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

EVERCOPY PLUS RECYCLED PAPER A4 80 GRAM REAM OF 500 SHEETS

Product Code: 1.037.594

GBP 2.41 Each

1 + −

In stock

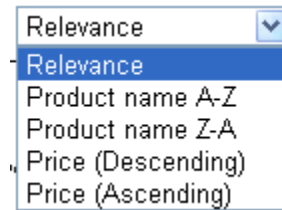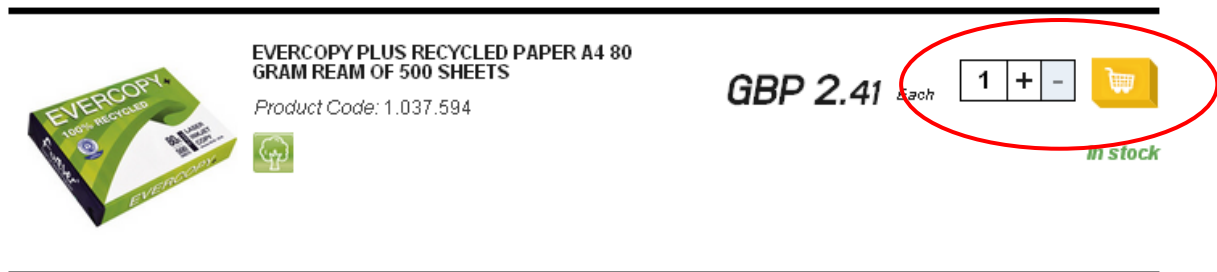If you know the product code of the item you wish to order you can enter that directly into the smart search box too:

SEARCH OR ADD TO BASKET QUICKLY

159543

Add product to shopping basket

Close ×

LYRECO BUDGET COPIER WHITE A4 PAPER 80GSM - BOX OF 5 REAMS (5 X 500 SHEETS)
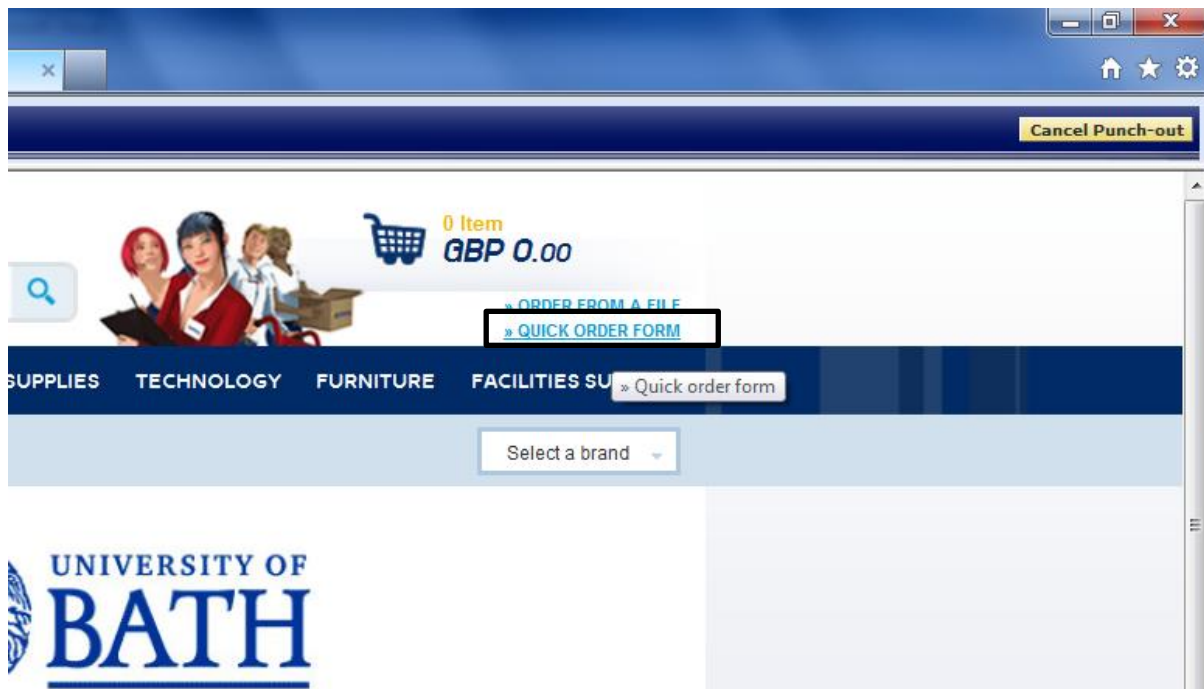
GBP 40.30
Box

1 + −

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

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.

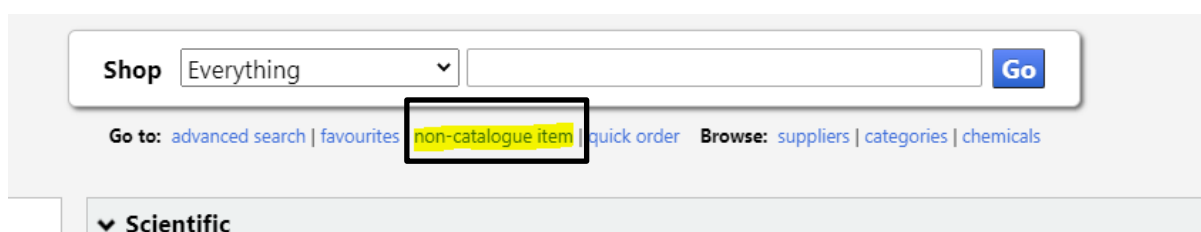From this page, you can review your order before checking out:

Click the 'Checkout' icon to take these products back to your purchasing system and continue to complete your purchase order.
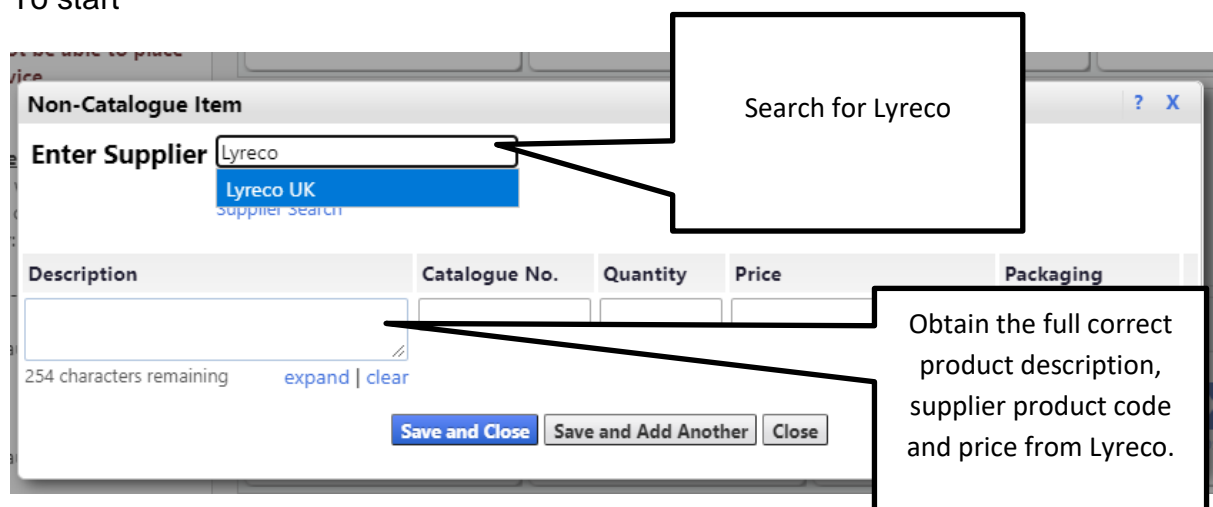
Non-Catalogue Purchase Orders

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.