



UNIVERSITY OF
BATH

e-Marketplace User Guide and Buyers Guide

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- **Introduction**

Office Water Coolers (OWC) are on the e-marketplace as a Hosted catalogue supplier. This means their catalogue is in SciQuest and you do not have to jump out to an external supplier website. This guide has been put together to talk you through ordering on e-marketplace.

- **The contract**

OWC have a contract for the Provision of Bottle Water and Point of Use (POU) Water coolers. 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 Lisa Pritchard.

The prices on the hosted catalogue are contract prices so no further discount will be applied.

- **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 OWC and Bath

Rich Backholer

Procurement Systems Analyst
01225 38 7447
r.j.backholer@bath.ac.uk

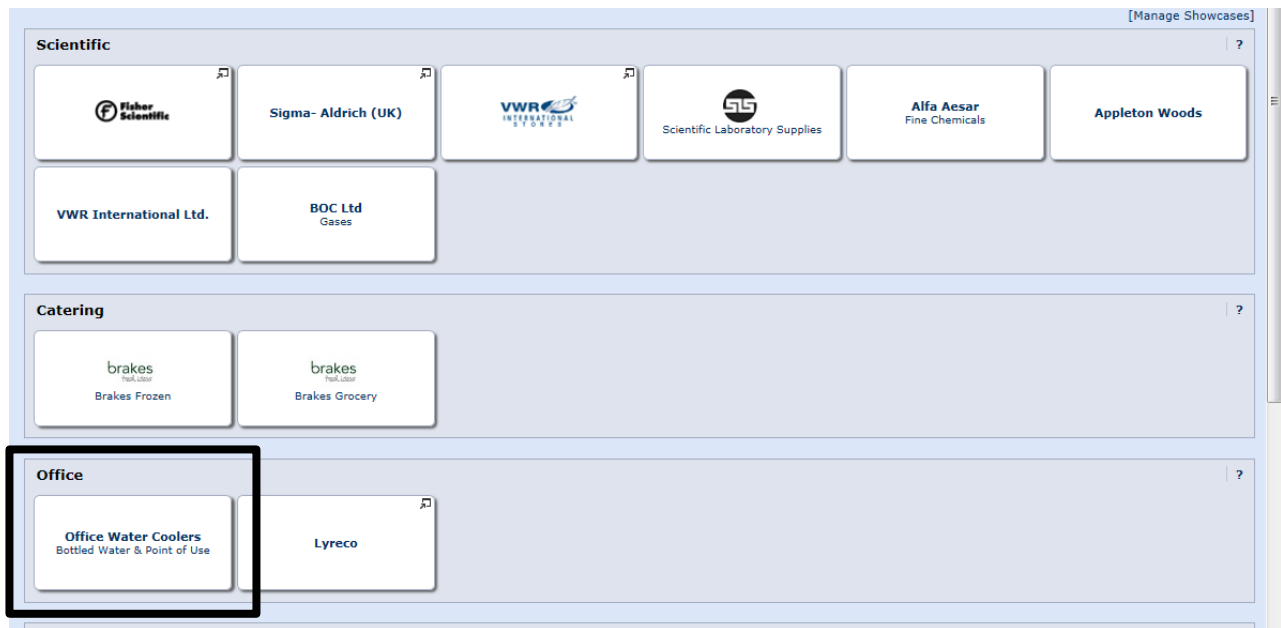
For e-Marketplace, Agresso and system queries

Office Water Coolers

Ann Vickery
Account Manager
01454 311 000
Ann@office-beverages.com

- **e-Marketplace**







Office Water Coolers (OWC) is a hosted catalogue supplier in the University of Bath e-marketplace. They can be found in the Office section.



You can search for OWC products via the search bar at the top of the home page or by clicking on the OWC sticker:



- If you just press search it will bring up all of OWC products in the marketplace.
- If there is a product that is not in the catalogue you will need to use the Non Catalogue route*. Please contact Lisa Pritchard to ensure OWC are the correct supplier for that product.
- *Non Catalogue Product access is restricted to a couple of people per Faculty. Please contact your Faculty Finance Office to see who has access.

Shop <input type="text" value="Everything"/> <input type="button" value="Go"/> advanced search	
Go to: favourites non-catalogue item quick order Browse: suppliers categories chemicals Results for: Everything : Office Water Coolers	
Results per page: <input type="text" value="200"/>	Sort by: <input type="text" value="Best Match"/> <input type="button" value="Compare Selected: 0"/>
<div>  <div> Includes 19L Bottled Water Cooler, all servicing, up to 24 bottles, 3000 cups Per Year from Office Water Coolers </div> <div> Part Number OWC24 Manufacturer Info CAFS/HCFS - (Office Beverages) </div> <div> <input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="compare"/> add favourite compare </div> </div>	
<div>  <div> Includes 19L Bottled Water Cooler, all servicing, up to 36 bottles, 3000 cups Per Year from Office Water Coolers </div> <div> Part Number OWC36 Manufacturer Info CAFS/HCFS - (Office Beverages) </div> <div> <input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="compare"/> add favourite compare </div> </div>	
<div>  <div> Includes 19L Bottled Water Cooler, all servicing, up to 48 bottles, 5000 cups Per Year from Office Water Coolers </div> <div> Part Number OWC48 Manufacturer Info CAFS/HCFS - (Office Beverages) </div> <div> <input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="compare"/> add favourite compare </div> </div>	
<div>  <div> Includes 19L Bottled Water Cooler, all servicing, up to 70 bottles, 7000 cups Per Year from Office Water Coolers </div> <div> Part Number OWC70 Manufacturer Info CAFS/HCFS - (Office Beverages) </div> <div> <input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="compare"/> add favourite compare </div> </div>	
<div>  <div> Includes 19L Bottled Water Cooler, all servicing, up to 100 bottles, 10000 cups Per Year from Office Water Coolers </div> <div> Part Number OWC100 Manufacturer Info CAFS/HCFS - (Office Beverages) </div> <div> <input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="compare"/> add favourite compare </div> </div>	
<div>  <div> Includes 19L Bottled Water Cooler, all servicing, up to 150 bottles, 10000 cups Per Year from Office Water Coolers </div> <div> Part Number OWC150 Manufacturer Info CAFS/HCFS - (Office Beverages) </div> <div> <input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="compare"/> add favourite compare </div> </div>	

example product list as taken from the catalogue

4.1 Ordering Information

The price shown is the price for each water package per MONTH. Your Purchase Order (PO) needs to reflect an Annual use. You can either enter a Qty of 12 on the product (package) to represent the year's lease or you can have 12 lines with Qty 1 in each.

You will then need to goods receive Qty per month until the PO is finished. A new PO will then need to be raised for the new year.

If you are responsible for ordering more than one cooler or Point of Use Cooler it is advised that you raise a separate PO per cooler.

When you know what package you would like:

- Enter the correct Qty and click "Add to Cart" on the products you wish to purchase.
- When you are ready you can bring the cart back into Agresso.

A guide for how to bring the cart back to Agresso can be found at:

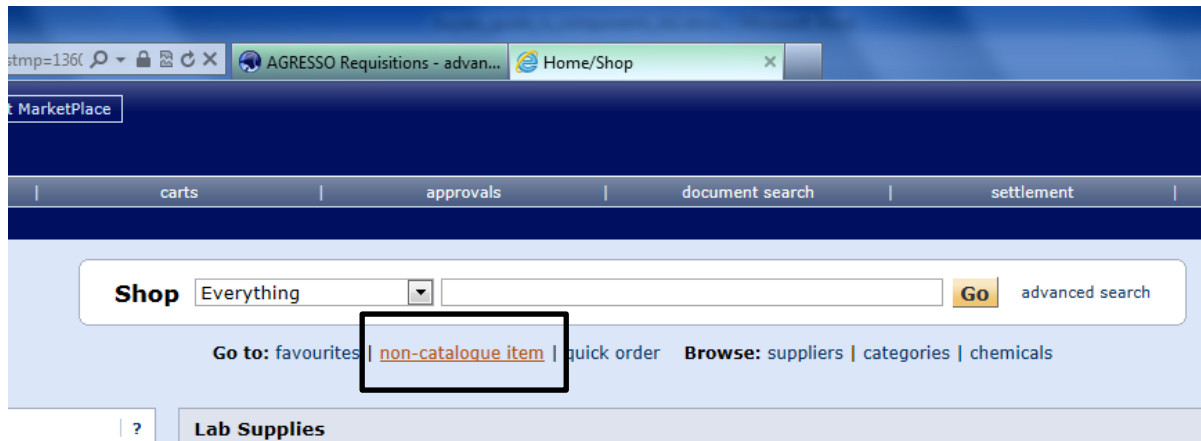
<http://www.bath.ac.uk/purchasing-services/staff.bho/marketplace/index.html#id2>

- **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 Lisa Pritchard.

Non Catalogue access is restricted to a few users per Faculty.

Those who have access will have “Non Catalogue Item” in their menu:



It will then bring up the screen below:

Non-Catalogue Item

Enter Supplier office water cooler
Office Water Coolers

Search for OWC Components

Product Description	Catalogue No.	Quantity	Price Estimate	Packaging
			GBP	EA

254 characters remaining expand | clear

Save and Close Save and Add Another Close

Obtain the full correct product description, supplier product code and price from OWC.

There are formal Non Cat products arranged with OWC for those who have their own units but OWC come to service them. Please refer to the table below.

Non Cat Items:

Product Code	Product Descriptions	Guide	Price per Week/Month
OWCSAN	Water Cooler Sanitation Service, Own Unit	N/A	£12.75
OWCUSC	Includes Under Sink Chiller, All Servicing	>10 users	£6.57 / £28.49
OWCTTB	Includes Table Top Boiler, All Servicing	<5 users	£6.94 / £30.05
OWCWMB	Includes Wall Mounted Boiler, All Servicing	<5 users	£8.35 / £36.20

- Once ready, press save and close, or save and add another product.
- Please note do not mix NON CAT items with items brought back from the punchout site as the order will not work correctly.
- The cart can then be processed as like a catalogue cart would.