User Guide for Online Ordering – Lyreco’s Webshop

**STEP 1 - Login**

1) Visit the homepage of Lyreco’s webshop

2) Click “LOG IN”

3) Enter your Login name & Password

4) Click “CONNECT”
STEP 2 - Select Item List

5) Click “MY DASHBOARD”

6) Select “Contract Item List” or “Green Product List”
STEP 3 - Enter the item list

7) The name of the list must be shown on the top of the screen

8) Check what you are looking for and what you would like to order

Product Description
HKUST's Item Code
Lyreco's Product Code
STEP 4 – Order an item

9) Once found the target item, just add products to shopping basket by selecting a quantity and clicking the basket icon.

9) You can also click the description in order to have more information or specification.

It will take you to the full product detail page.

You can also add the product to shopping basket from here.
STEP 5 – Place an order

10) Once your order is completed, click the basket situated in the top-right corner of the page.

Then access the order review page.

11) You can revise the quantity or delete the product in this page.

10) If everything has been confirmed, click “SUBMIT MY ORDER”.
STEP 6 – Place an order

11) Then it will take you to the order confirmation screen to finish Checkout Process.

10) If everything has been confirmed, click “SUBMIT MY ORDER”.

12) From here you need to verify the contact detail and delivery address.

Once above step has been completed, your order will then be placed.