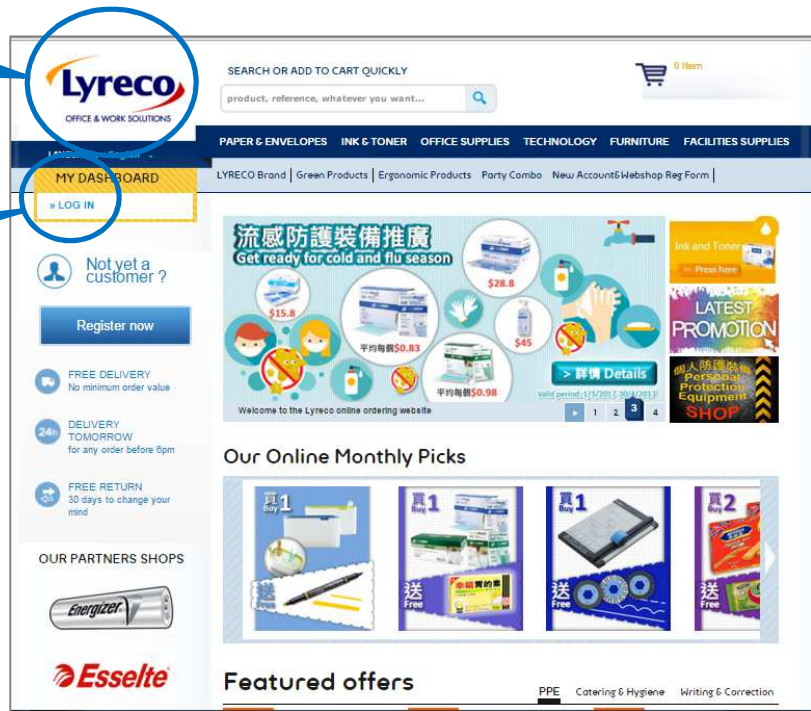


User Guide for Online Ordering – Lyreco’s Webshop

STEP 1 - Login

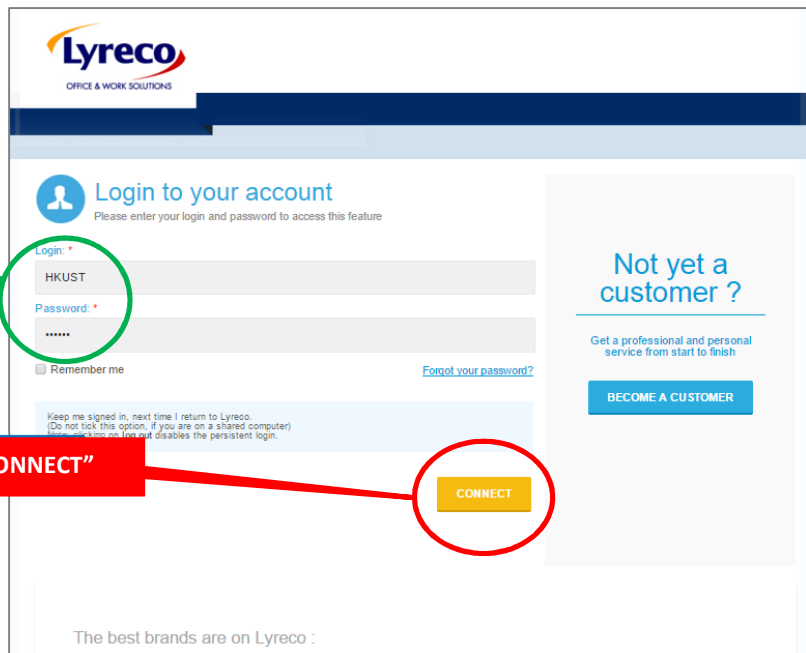
1) Visit the homepage of Lyreco’s webshop

2) Click “LOG IN”



3) Enter your Login name & Password

4) Click “CONNECT”



STEP 2 - Select Item List

5) Click "MY DASHBOARD"

The screenshot shows the Lyreco website dashboard. The top navigation bar includes the Lyreco logo, a search bar, and a shopping cart icon showing 3 items for 67.10 HKD. Below the navigation bar, there are categories like PAPER & ENVELOPES, INK & TONER, OFFICE SUPPLIES, TECHNOLOGY, FURNITURE, and FACILITIES SUPPLIES. The main content area features a banner for '自家品牌 LYRECO BRAND' (Lyreco Brand) with '優質保證 TOP QUALITY PRODUCTS' and 'BUDGET' options. Below the banner, there are 'Featured offers' for PPE, Catering & Hygiene, and Writing & Correction, including items like a yellow retractable gate, blue gloves, and a first aid kit. The left sidebar contains a 'MY DASHBOARD' menu item, which is circled in blue, and other options like 'OUR PARTNERS SHOPS' (Fellowes, DYMO, 3M, Esselte, DURABLE, Energizer).

6) Select "Contract Item List" or "Green Product List"

The screenshot shows the Lyreco website dashboard with the 'MY DASHBOARD' menu expanded. The 'MY DASHBOARD' menu is highlighted in green, and the 'Contract Item List' and 'Green Product List' options are circled in green. The main content area features a banner for 'BEWARE OF COUNTERFEITS: 3 ways to identify genuine HP supplies' with steps: 1. Examine the security label, 2. HP Mobile Authentication via QR code, and 3. Validate security label online. Below the banner, there are 'Featured offers' for PPE, Catering & Hygiene, and Writing & Correction, including items like a yellow retractable gate, blue gloves, and a first aid kit. The left sidebar contains the 'MY DASHBOARD' menu, 'OUR PARTNERS SHOPS', and 'MY ORGANISATION' options.

STEP 3 - Enter the item list

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

Lyreco OFFICE & WORK SOLUTIONS

SEARCH OR ADD TO CART QUICKLY
product, reference, whatever you want...

0 Item 0.00 HKD

ORDER FROM A FILE
QUICK ORDER FORM

LANGUAGE: English

PAPER & ENVELOPES INK & TONER OFFICE SUPPLIES TECHNOLOGY FURNITURE FACILITIES SUPPLIES

LYRECO Brand | Green Products | Ergonomic Products | Party Combo | New Account & Webshop Reg Form

MY DASHBOARD
Welcome MR JONATHAN CHOW
Account : 90236808
90236808-ADMIN
Log off

HOME PAGE > MY LIST > Contract Item List

Next favorite list >

Contract Item List

Sort by DESCENDING PRICE | Addition Date | Order by DSC

Your preference is remembered in future use (cookies must be turned on)

284 products

List created by MR JONATHAN CHOW on account 90236808

Download the list
Upload a products list

Shared with everyone

Delete this list

ADD ALL THE LIST TO CART

LYRECO BUDGET OPP TAPE 72MM X 25YDS BROWN
Ref : 3.455.197
5.90 HKD Each

AT001 Remove

SCOTCH MAGIC TAPE 19MM X 33M
Ref : 184.799
19.80 HKD Each

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

Lyreco OFFICE & WORK SOLUTIONS

product, reference, whatever you want...

0 Item 0.00 HKD

LYRECO BUDGET OPP TAPE 72MM X 25YDS BROWN
Ref : 3.455.197
5.90 HKD Each

AT001 Remove

SCOTCH MAGIC TAPE 19MM X 33M
Ref : 184.799
19.80 HKD Each

AT002 Remove

LYRECO BUDGET CLEAR TAPE 19MM X 33M
Ref : 184.807
5.90 HKD Each

DOUBLE SIDE ADHESIVE TAPE 12MM
1.334.501
2.90 HKD Each

TAPE DISPENSER F36YD
1.334.838
14.00 HKD Each

Product Description

SCOTCH MAGIC TAPE 19MM X 33M

Ref : 184.799

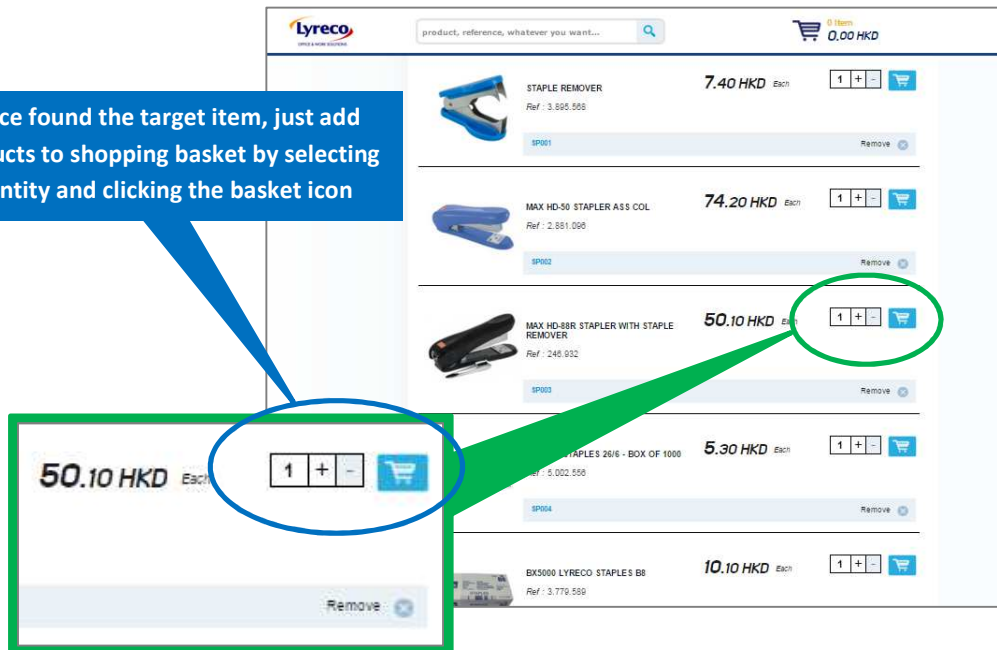
AT002

Lyreco's Product Code

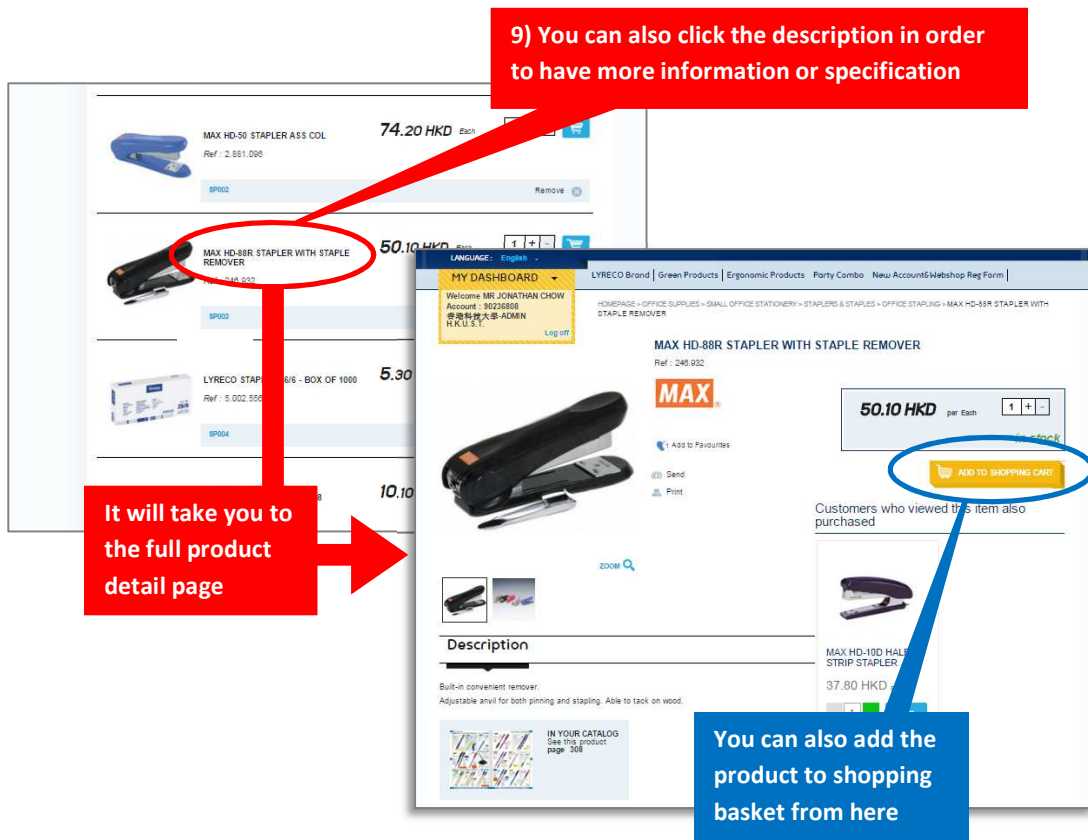
HKUST's Item Code

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

The screenshot shows the Lyreco website's order review page. The top navigation bar includes categories like PAPER & ENVELOPES, INK & TONER, OFFICE SUPPLIES, TECHNOLOGY, FURNITURE, and FACILITIES SUPPLIES. The user is logged in as MR. JONATHAN CHOW. The main content area displays a list of items in the shopping basket:

Product	Unit Price	Quantity	Total Price
E310 PLASTIC FOLDER A4 YELLOW	13.20 HKD	1	13.20 HKD
DATA BASE 3720 R CLEAR BK 20P F4 BLACK	43.00 HKD	1	43.00 HKD
PK12 FOLD BACK CLIPS 41MM	10.40 HKD	1	10.40 HKD
Scotch 810 神奇膠影膠紙 34吋 x 36 碼	19.80 HKD	1	19.80 HKD
美商 3M 810 多色訂書機膠紙器 最多可訂10張紙	50.10 HKD	1	50.10 HKD

The total amount is 136.50 HKD. A red box highlights the 'SUBMIT MY ORDER' button at the bottom right of the 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

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

10) If everything has been confirmed, click "SUBMIT MY ORDER"

The screenshot shows the Lyreco checkout process. The page is titled "Checkout process" and "Secured checkout". On the left, there is a "MY CART" summary showing 0 articles, a net total of 136.60 HKD, taxes of 0.00 HKD, and a gross total of 136.60 HKD. Below the cart, there is a "NEED HELP?" section with contact information and a "Why choose Lyreco?" section. The main checkout area is divided into three steps: 1. ORDER INFORMATION, 2. BILLING INFORMATION, and 3. SHIPPING INFORMATION. Step 1 includes fields for purchase order number, line note, requisition number, and full name (MIR JONATHAN CHOW). Step 2 shows account number (0090238605) and invoice address (H.K. UNIVERSITY OF SCIENCE & TECH). Step 3 includes delivery date (03/30/2017), recipient name ((23580333) ADMIN RACHEL), and phone number (6777 9427). A "VALIDATE ORDER" button is highlighted in red. A green circle highlights the shipping address and account number fields. A red circle highlights the "VALIDATE ORDER" button.

MY CART
0 articles
NET TOTAL 136.60 HKD
Taxes 0.00 HKD
GROSS TOTAL 136.60 HKD

1 ORDER INFORMATION
PLEASE FILL THE FOLLOWING INFORMATIONS :
Purchase order number
Line note
Requisition number
Your full name * MIR JONATHAN CHOW
A copy of the order will be sent to
+ Add another recipient

2 BILLING INFORMATION
Account number: 0090238605
Invoice address: H.K. UNIVERSITY OF SCIENCE & TECH
(LIFT 1/2) RM 1031
CLEAR WATER BAY

3 SHIPPING INFORMATION
Delivery date * 03/30/2017
Mark order for the attention of (23580333) ADMIN RACHEL
+ Create
Phone number * 6777 9427
Account number: 0090238605
Shipping address: 香港科技大學-ADMIN
(LIFT 1/2) RM 1031
H.K. U.S.T.
+ Select a different address
+ Change the floor/flat of the current address

VALIDATE ORDER

OUR COMMITMENT
FREE DELIVERY
No minimum order value

DELIVERY TOMORROW
for any order before 6pm

FREE RETURN

HELP
Frequently asked questions
Contact us

LYRECO
About us
Recruitment

STAY CONNECTED
Give us your suggestions
Visit us on:

Lyreco Sustainable development

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