

Lyreco – Order Guide

How to order



You can place an order via the following method only:



Proactis Marketplace punch out catalogue – you can access this catalogue via the Unit 4 ERP/Agresso finance system. A user guide which will walk you through all steps to place an order is available on the Corporate Systems SharePoint site [here](#)



Please contact your School or departmental requisitioner who will be able to assist with common queries.

Contract Scope



This contract covers General Office Supplies (e.g. stationery, printing paper, ink toner, USB, small office machines, and janitorial/cleaning goods) The punch out catalogue is limited to show everything included within the contract. If you cannot find a particular item, please liaise with the procurement contract manager so that the catalogue can be updated.

Contract Pricing



You can find the agreed contract pricing on the punch out catalogue

Reference Number



If needed the Scottish Government framework agreement reference number is SP-22-021. This reference number does not need to be quoted on the requisition.

Team Contact



For any queries regarding to the contract, please raise a ticket via Procurement Unidesk at procurement@napier.ac.uk. The dedicated contract manager within the procurement team is Chang Wang-Smith who is able to help and raise any issues with Lyreco Account Manager. We hold quarterly contract review meetings with the supplier. We welcome feedback to ensure the contract delivers its standard and can be further improved.