

# USER GUIDE

**B Banner** | Categories | Search All Categories | Search... | Shopping Lists | <sup>19</sup> Basket | Sign out

Your account no: 292748 | 2024 Banner Catalogue | Account Services | Print Services | Customer Hub | Help & Support

**B Good Afternoon Benj** | Your latest messages ^

**Site Notice:** [Mark as unread](#)

Default site notice! Hello everybody, this is a brief summary of Esupply.  
feta monterey jack cheddar cheshire curds rind, emmental stinking bishop yarg,

**Marketing Notice:** [Mark as unread](#)


Currently we have many discounts on:  
Monterey Jack cheddar stilton roquefort parmesan comte emmental gouda mozzarella mascarpone

**Customer Notice:** [Mark as unread](#)

Welcome to the easy way to order office supplies


Click on the product images above or use the links on the left hand side to browse our entire product range. Alternatively use the search box at the top of the page to navigate directly to the products you want, fast.

[See More](#)




**Infection Control**

Stock up today!



**2022 Catalogue**

Get yours now!








**Customer Support Hub**

Open up your world today!

**New products from Pentel.**

Over two-thirds of the writing instruments technology we take for granted in the world today has been inspired by Pentel innovation.



<p>Cat Code 119728</p>  <p><b>Pentel Sign Pen S520</b></p> <p><b>£2.10</b> ex.VAT</p> <p><a href="#">VIEW</a> <a href="#">ADD</a></p>	<p>Cat Code 119728</p>  <p><b>Pentel Sign Pen S520</b></p> <p><b>£2.10</b> ex.VAT</p> <p><a href="#">VIEW</a> <a href="#">ADD</a></p>	<p>Cat Code 119728</p>  <p><b>Pentel Sign Pen S520</b></p> <p><b>£2.10</b> ex.VAT</p> <p><a href="#">VIEW</a> <a href="#">ADD</a></p>	<p>Cat Code 119728</p>  <p><b>Pentel Sign Pen S520</b></p> <p><b>£2.10</b> ex.VAT</p> <p><a href="#">VIEW</a> <a href="#">ADD</a></p>
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**B** Search... | Categories

**B Good Afternoon Guest**

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[See More](#)



**Click here for Infection Prevention Essentials**

# Contents

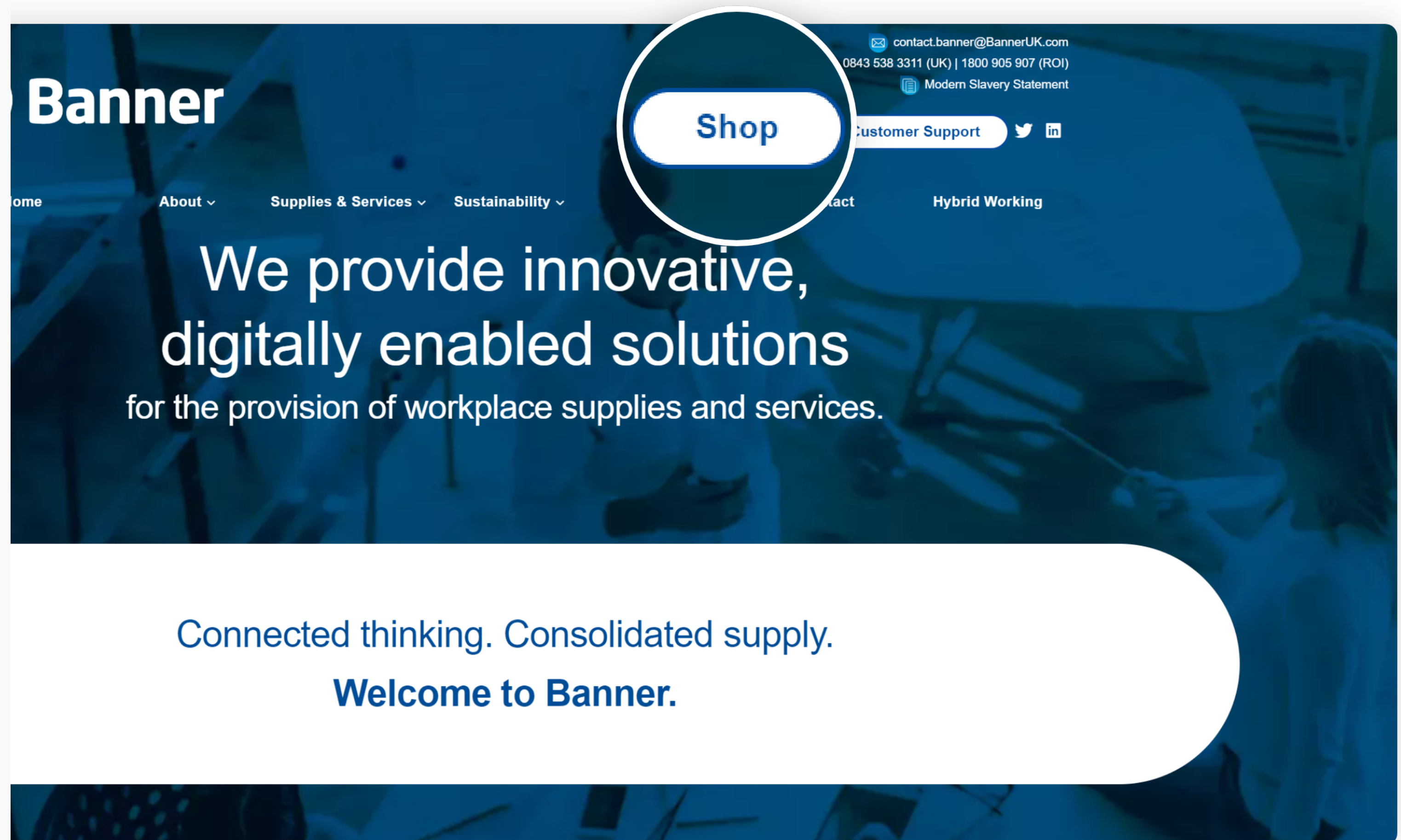
- 3. Getting Started
- 4. Homepage
- 5. Navigation
- 6. Message Board
- 7. Sign in
- 8. Search
- 9. Search Results
- 10. Categories Sidebar
- 11. Product Details
- 12. Basket Sidebar
- 13. Basket
- 14. Order Tracking
- 15. Order Tracking Details
- 16. Approvals
- 17. Approval Details
- 18. Approval Quick Edit
- 19. Favourites
- 20. Frequent Buys
- 21. Reporting
- 22. Email Notifications
- 23. Scheduled Basket
- 24. Scheduled Details
- 25. Optimise Basket
- 26. Important Information

The screenshot shows the Banner website's order tracking interface. At the top, there is a navigation bar with the Banner logo, a 'Categories' menu, a search bar, and links for 'Shopping Lists', 'Basket' (with 19 items), and 'Sign out'. Below the navigation bar, the user's account number '292748' is displayed, along with links for '2024 Banner Catalogue', 'Account Services', 'Print Services', 'Customer Hub', and 'Help & Support'. The main content area is divided into two columns. The left column, titled 'Order status', shows a vertical timeline of the order's progress: 'Awaiting Approval' (checked), 'Placed' (checked), 'Processing' (pending), 'Processed' (pending), 'Dispatched' (pending), and 'Delivered' (pending). The right column displays the order details for 'Order #8665682', placed 'Last Friday at 1:30 PM'. It includes the company name 'Supplies Team', customer name 'Benj Little', and delivery address '66-70 Vicar Lane, BD1 5AG'. Below this, four items are listed in the order: 1. 'Safety Sign Caution Door is Alarmed Keep Clear Fire Exit Only Self-Adhesive 150x450mm SR72031' (QTY: 1, £5.95 each, total £5.95). 2. 'Safety Sign Fire Exit Running Man Arrow Down PVC 150x450mm FX04211R' (QTY: 2, £6.85 each, total £13.70). 3. 'Safety Sign Fire Extinguisher Water For Use On PVC 300x100mm PVC F100/R' (QTY: 11, £2.93 each, total £32.23). 4. 'Safety Sign Fire Extinguisher Dry Powder For Use Self-Adhesive 300x100mm F201/S' (QTY: 1, £1.67 each, total £1.67). At the bottom, a message states 'No Consignments have been prepared yet...'. A partial 'Subtotal' of £53.5 is visible at the very bottom right.

## Getting Started

Developed after extensive consultation with customers, our Internet ordering solution, Banner, is widely acknowledged as the best in the market. It offers all of the functionality needed in a business to business environment, including online order tracking, real time visibility of stock and online management reports.

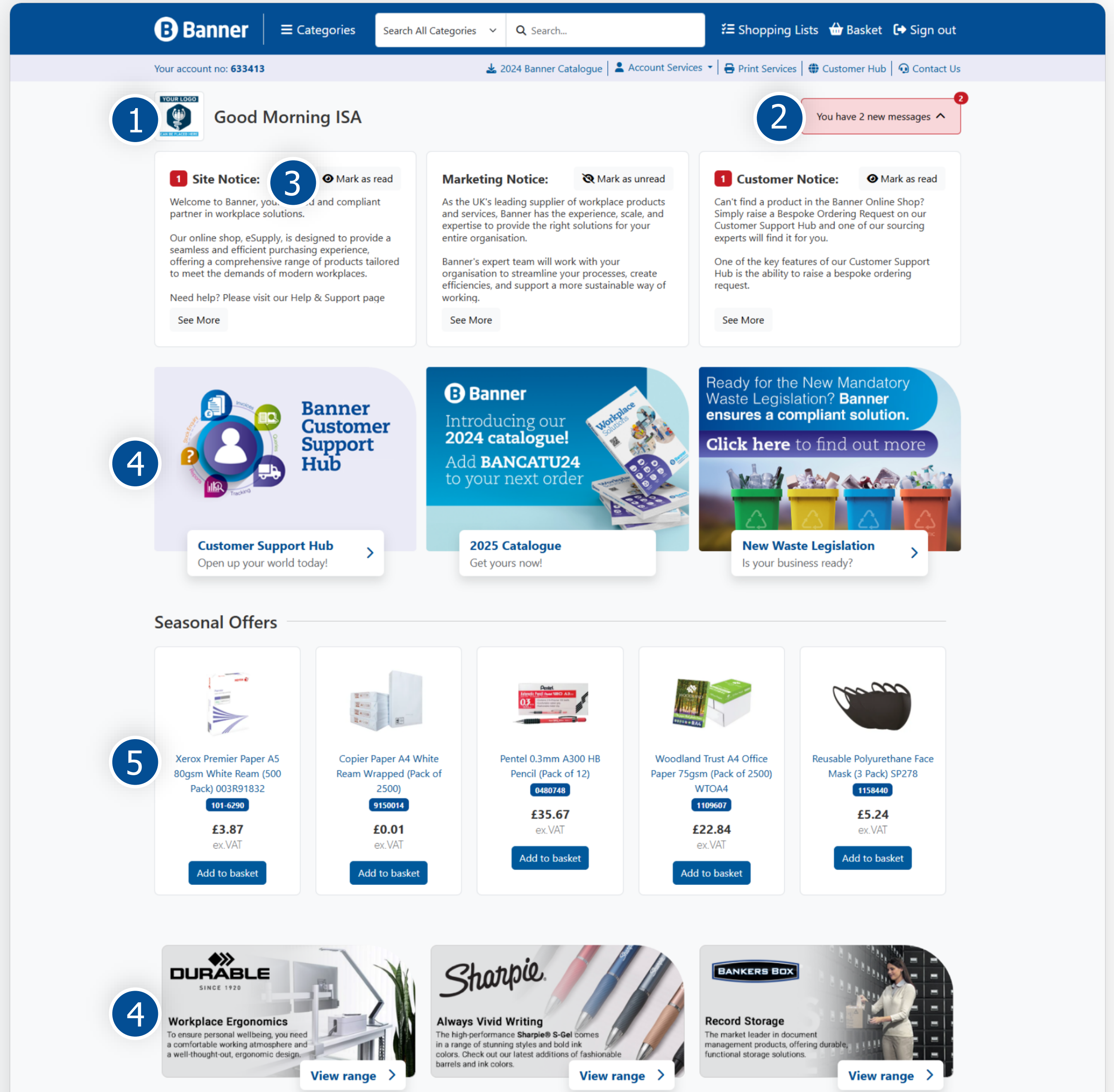
To log in to the Banner online shop please visit [www.banneruk.com](http://www.banneruk.com) or [www.bannerireland.com](http://www.bannerireland.com) and then select Shop.



The image shows a screenshot of the Banner website homepage. The background is a dark blue image of people in a meeting. At the top left, the 'Banner' logo is displayed in white. To the right of the logo, there is a navigation menu with items: 'Home', 'About', 'Supplies & Services', 'Sustainability', 'Contact', and 'Hybrid Working'. In the top right corner, there is contact information: 'contact.banner@BannerUK.com', '0843 538 3311 (UK) | 1800 905 907 (ROI)', and a 'Modern Slavery Statement' link. A 'Shop' button is highlighted with a white circle. Below the navigation, the main headline reads: 'We provide innovative, digitally enabled solutions for the provision of workplace supplies and services.' At the bottom of the page, a white rounded rectangle contains the text: 'Connected thinking. Consolidated supply. Welcome to Banner.'

# Homepage

1. When you log on you will see your company logo and a personal greeting.
2. This button allows you to hide/show the message board.
3. On the message board, you can mark as read or unread. If the message is updated it will go back unread.
4. These pods are used to show customised messages.
5. This is a customer showcase where you can view a range of products and offers.



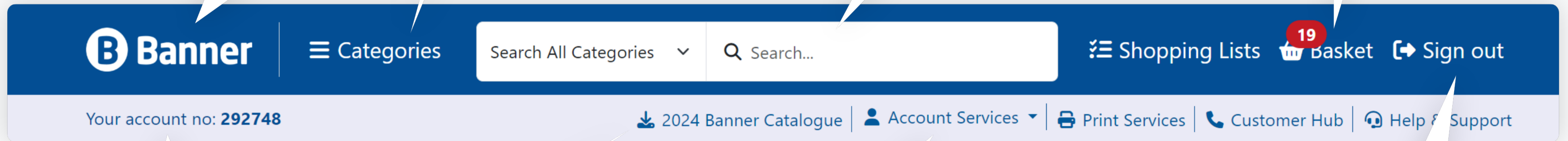
# Navigation

The categories button pops out a sidebar where you can view category sections.

The banner logo displays by default but can be changed for white-labelled services.

You can search by all categories or fine tune into a specific category.

The basket button shows the amount of items in your basket and pops out the basket sidebar.



Your account number is shown here.

The latest banner catalogue can be downloaded with a click of a button.

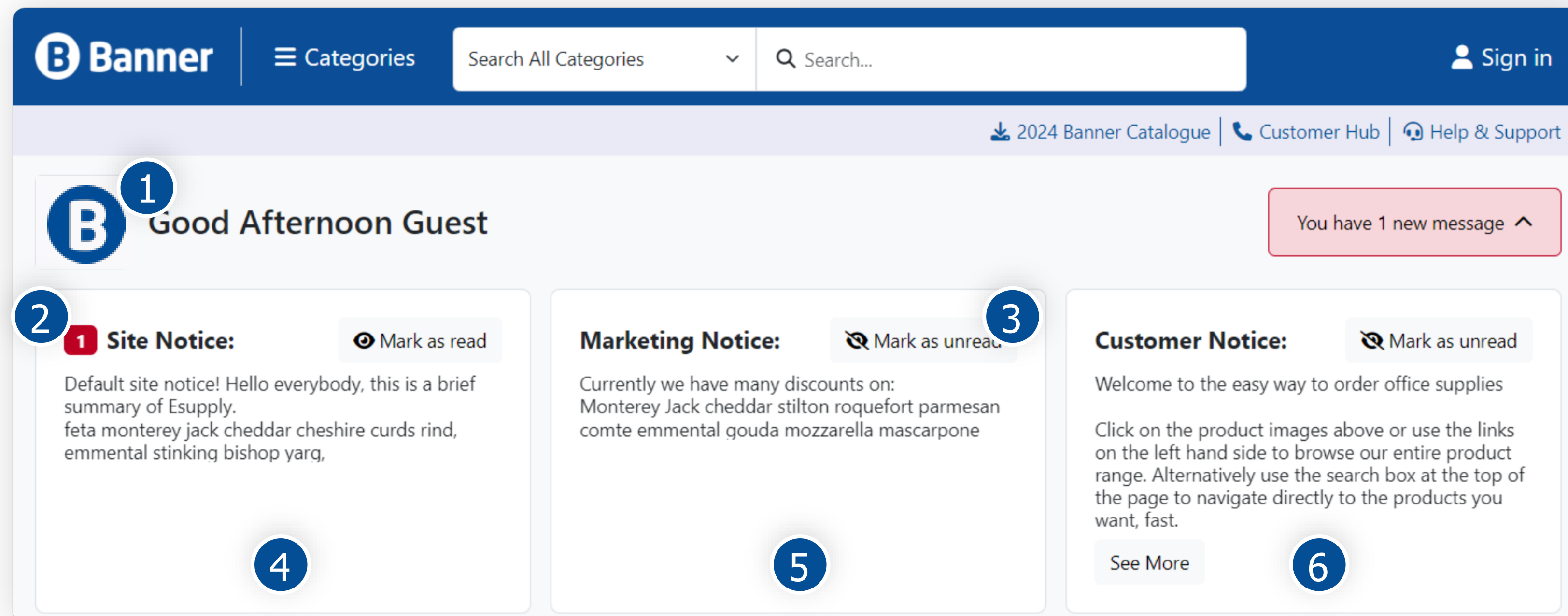
All of your account services can be accessed in this drop-down menu.

- User Administration
- Switch Address
- Contract Items
- Sustainable Items
- Favourites
- Frequent Buys
- Quick Add
- Order Tracking
- Reporting

This button is used to both Sign in and Sign out of the platform.

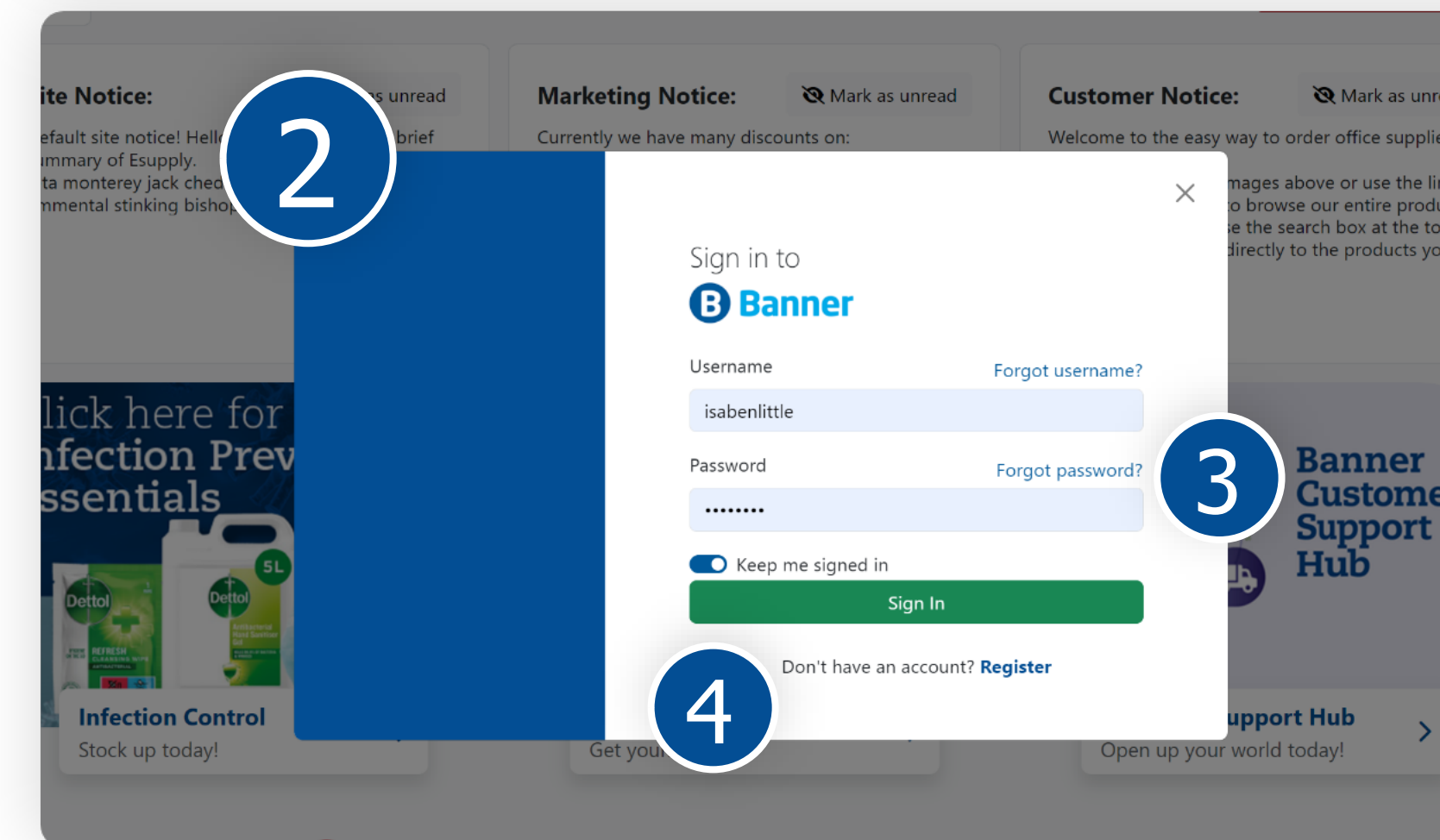
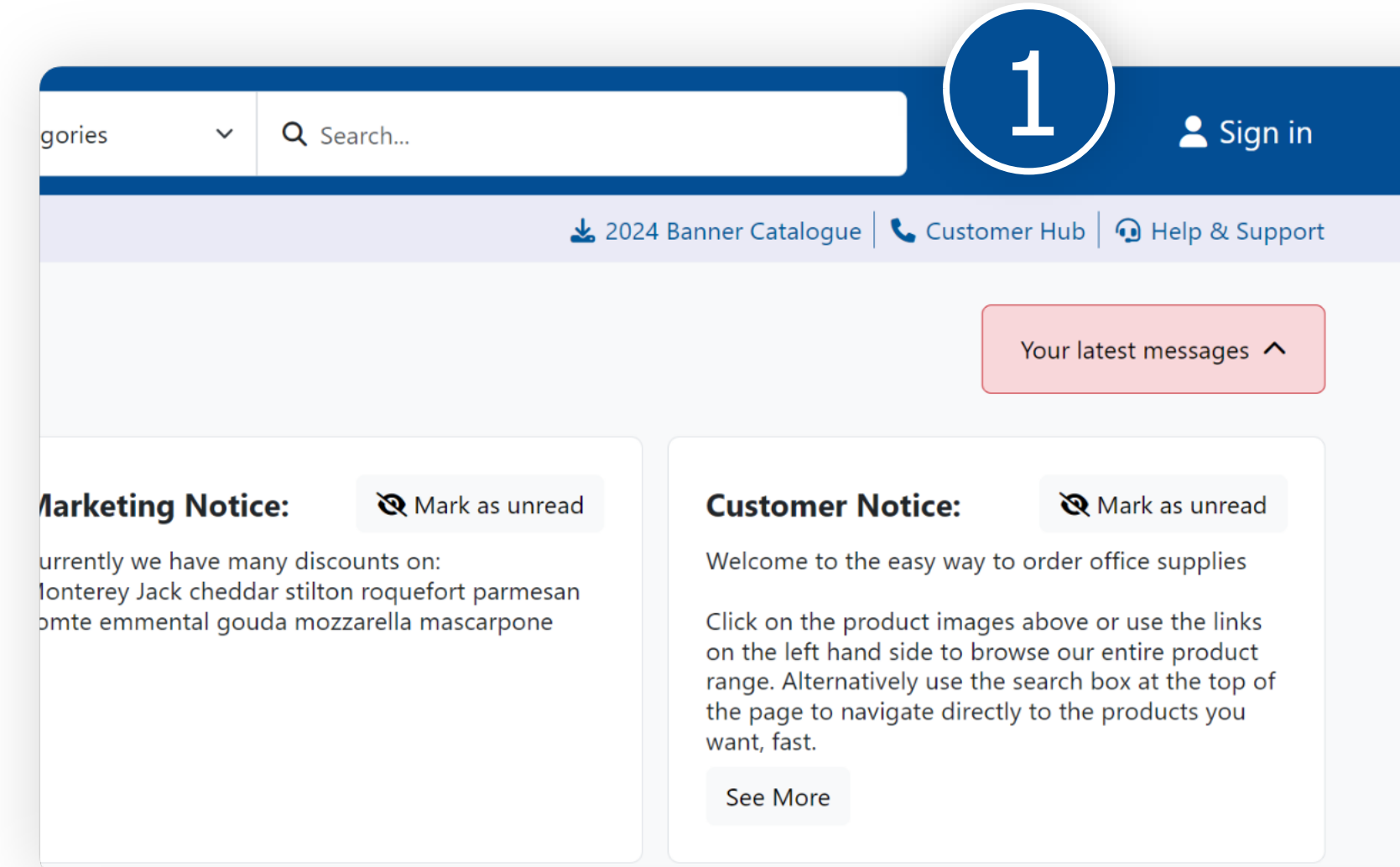
# Message Board

1. Shows a custom greeting message and brand logo.
2. You will see a red alert box if you have a new message or an older message that is marked as 'unread'. Click 'Mark as read' to remove the red alert.
3. Messages can be marked as read/unread, they will be automatically be unread if they are updated on the system.
4. Site notices are set site wide for all customers, can be set on a site level or company level. May reference delivery issues e.t.c.
5. Marketing notices can be set on a site level, company level or segment level, can include specific marketing messaging.
6. Customer notices can be set on any level.



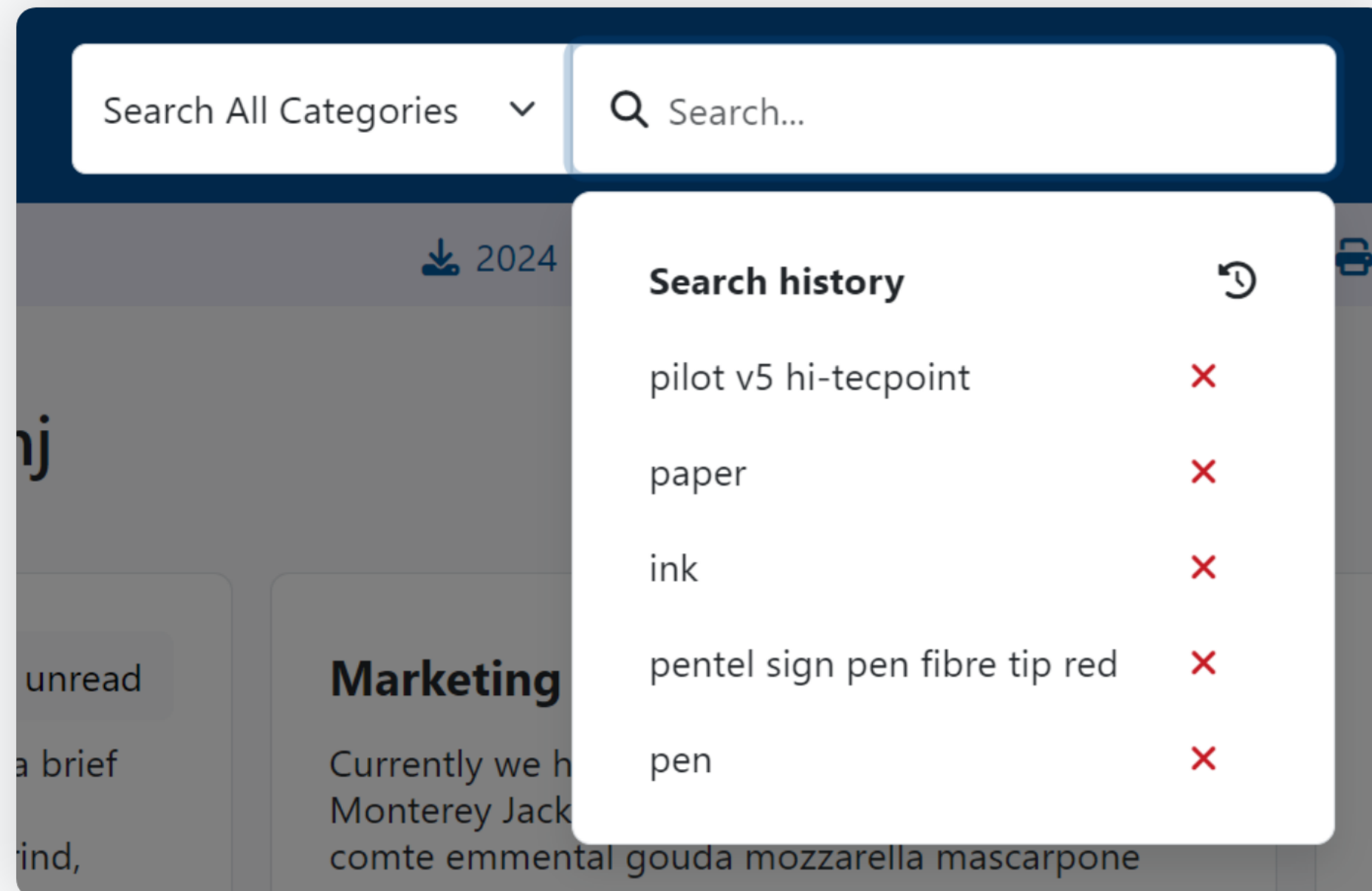
# Sign in

1. To Sign in to Banner select the Sign in button in the top right.
2. Once you have selected Sign in you can enter your username and password.
3. After you have entered your username and password select sign in. If there are any issues it will display a validation error below.
4. From this screen you can also reset your password, register for a new account and find out your username.



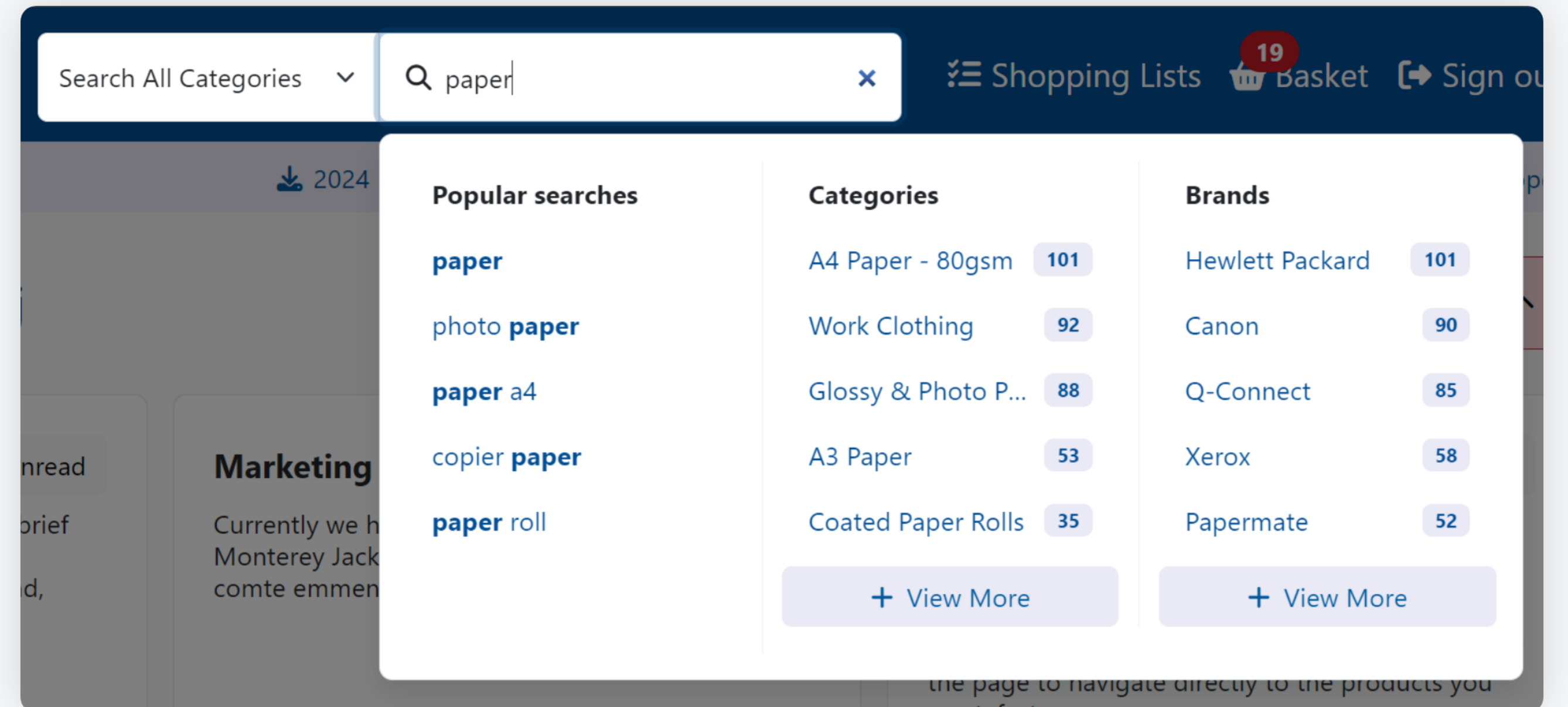
# Search

## History



On initial click into the search field you will see a history of up to 5 previous searches. This will show the 5 most recent searches and remove the oldest searches if a new entry is added.

## Suggestor



When typing in the search field you will be presented with popular searches related to your search, a categories list which you can expand to view more and a brands list related to the search term. All of these entries are selectable and will automatically navigate to the required search term on click.

# Search Results

1. Here you can see the price of the product, if it displays a 'C' that is your contract price.
2. You can sort the search results by popularity/price/alphabetical/e.t.c.
3. Here you can filter by many different options.
4. There are 2 different views on search either grid or list, both display the same content.
5. Here you can see a small thumbnail of the product, to access more images view the product page.
6. This is the product code that is displayed on all the products and matches the catalogue.
7. You can also see the stock level, compare the product with other products or add to basket.

The screenshot shows the Banner website's search results for 'Paper'. The page features a dark blue header with the Banner logo, navigation menus, and a search bar. Below the header, the search results are displayed in a grid view. The results include product thumbnails, titles, prices, and action buttons like 'Add to basket' and 'Compare'. The page is annotated with numbered callouts (1-7) pointing to specific features: 1. Price with a contract price indicator (C); 2. Sort by dropdown menu; 3. Filter options for categories and brands; 4. View toggle (List/Grid); 5. Product thumbnail; 6. Product code; 7. Stock level and 'Add to basket' button.

**B Banner** Categories Search All Categories Search... Shopping Lists <sup>6</sup> Basket Sign out

Your account no: 292748 2024 Banner Catalogue Account Services Print Services Customer Hub Contact Us

## Paper

Displaying 1 to 20 of 200 results for **Paper** in any category

Sort By: Popularity **2**

**4** List Grid

Show only Core Items  
 Show only Sustainable Items

**Categories** **3**

- A4 Paper - 80gsm
- Glossy & Photo Papers
- A3 Paper
- Coated Paper Rolls
- Listing Paper
- Ballpens
- Paper Clips
- Exercise Books
- Coloured Paper
- Plain Paper Rolls

+ more

**Brands**

- Hewlett Packard
- Canon
- Q-Connect
- Papermate
- Banner
- Epson
- Customer Bespoke
- Datacopy
- Brother
- Banner Essentials

+ more

**Price ex. Vat**

£0 - £325

**1** **£13.80** **C** Direct Dispatch

Product Code: KP-108IP

Product Image Coming Soon

1 Add to basket Compare

**1** **£13.80** **C** Direct Dispatch

Product Code: KP-108IP

Product Image Coming Soon

1 Add to basket Compare

**5** **£1.14** **C** Call for availability

Product Code: 9904209 **6**

Product Image Coming Soon

1 Add to basket Compare

**7** **£8.81** **C** Call for availability

Product Code: 5136663

Product Image Coming Soon

1 Add to basket Compare

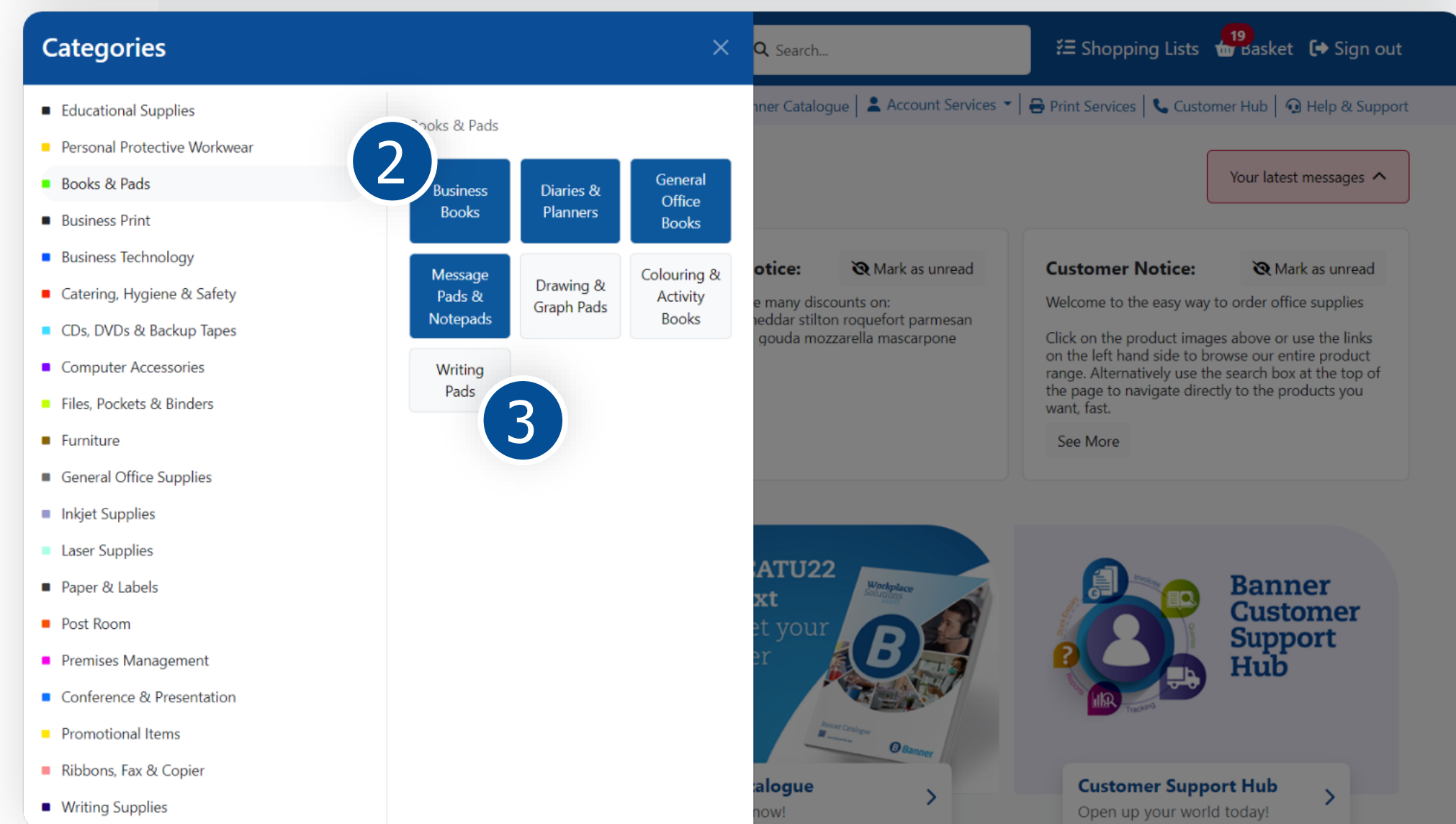
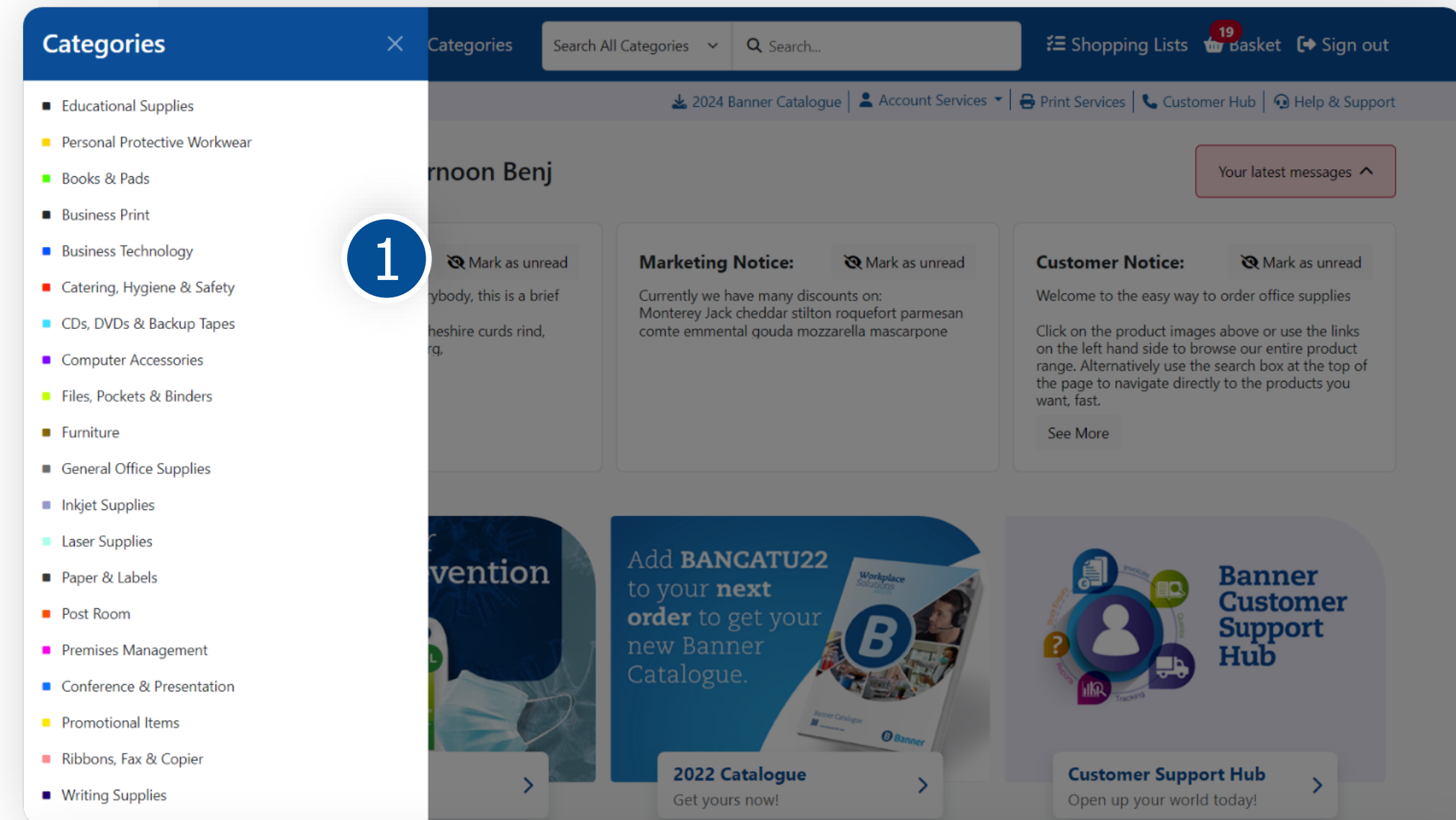
**£34.00** **C**

Product Code: S0190113

Product Image Coming Soon

# Categories Sidebar

1. Upon clicking the categories button in the navigation, you can select a top tier category.
2. Once you have selected a category, it will show you the subcategories. Subcategories that are blue have further subcategories within them.
3. The grey categories are bottom level categories that do not have any further subcategories and will take you to a category page on click.

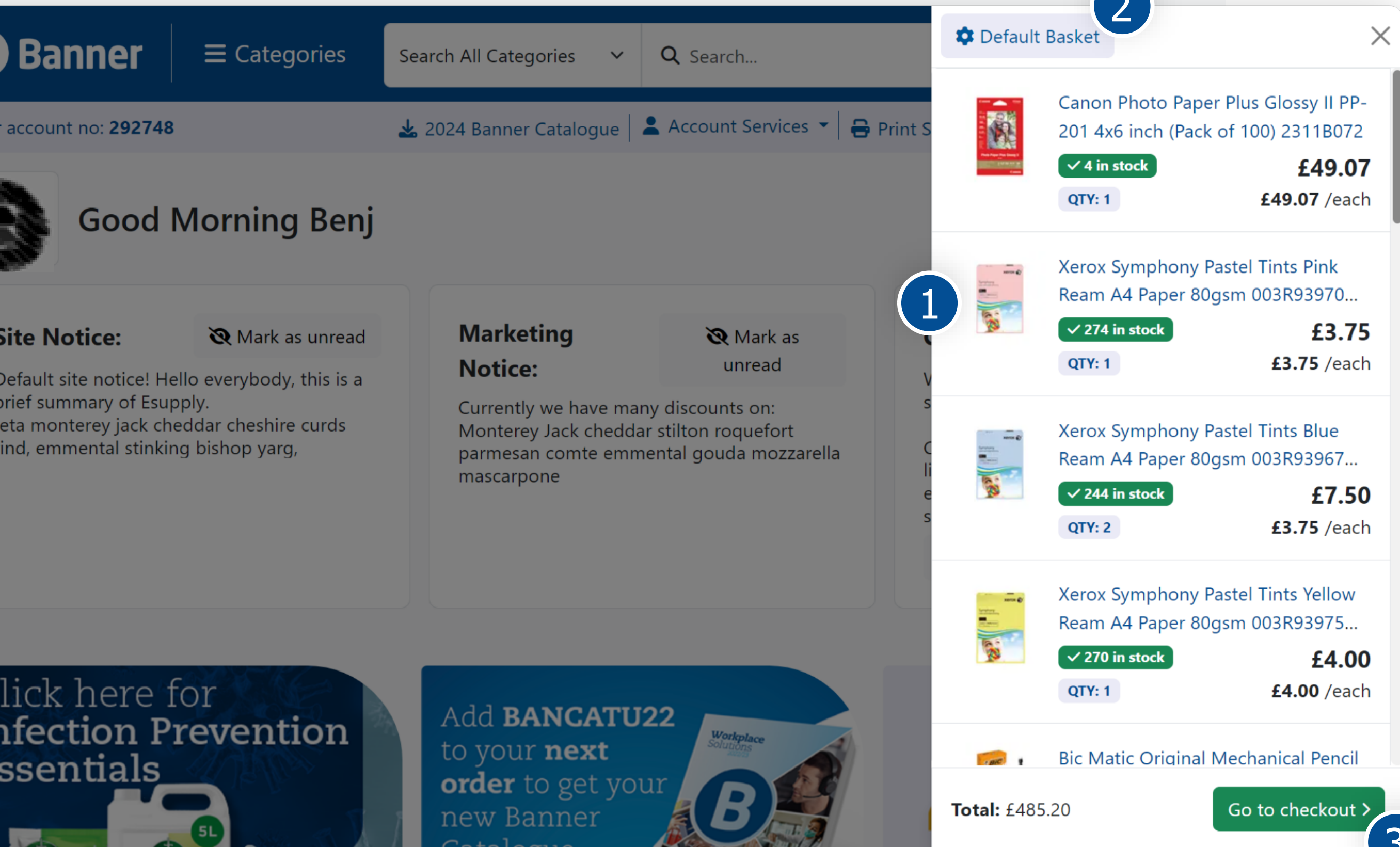


# Product Details

1. Here you can see a description, a product specification and similar products to this one.
2. This has the main information about the product, the product code, pack size and title.
3. This has the main information about the product, the product code, pack size and title.
4. Here you can see your specific price for the product along with stock level and add to basket.
5. You can select different images to enlarge and select the main image to make it even larger.
6. Here you can compare to similar products or add directly to your shopping list to save for later.
7. This section shows products that are often bought together.

The screenshot shows the product page for PaperMate Non-Stop Automatic Pencils 0.7mm HB (Pack of 12) S0189423. The page layout includes a top navigation bar with the Banner logo, a search bar, and links for Shopping Lists, Basket (with 6 items), and Sign out. Below the navigation bar, the user's account number (292748) and various service links (2024 Banner Catalogue, Account Services, Print Services, Customer Hub, Contact Us) are displayed. The breadcrumb trail indicates the product's location: Home > Writing Supplies > Pens & Pencils > Pencils > PaperMate Non-Stop Automatic Pencils 0.7mm HB (Pack of 12) S0189423. The product title is 'PaperMate Non-Stop Automatic Pencils 0.7mm HB (Pack of 12) S0189423'. The price is £1.14, and there is a 'Call for availability' button. The 'Add to basket' button is present. The product images section shows the main product image and several smaller images of the product. The 'You may also need' section displays two related products: Pentel 0.5mm HB Mechanical Pencil Lead (Pack of 144) C505-HB for £30.46 and Pentel 0.7mm HB Mechanical Pencil Lead (Pack of 144) 50-HB for £0.54. The product description section is titled 'Product Description' and contains the following text: 'PaperMate Non-Stop Automatic Pencils 0.7mm HB (Pack of 12) S0189423. PaperMate Non-Stop Mechanical Pencils are great for handwriting and technical drawing. Just twist the tip to expose fresh lead with the spring-powered action and use the eraser on the end for quick removal of mistakes. The opaque yellow barrel provides a firm grip for extra control and comfort. They are perfect for technical drawing or transcribing shorthand without the risk of a broken pencil. This pack contains 12 x 0.7mm HB lead pencils with yellow barrels.' The description is followed by a list of features: 'Twist tip to extend lead', 'Removes the need to stop and sharpen the lead', 'Shop absorbing tip for low lead breakage', and 'Convenient eraser tip'. The page also includes a 'Compare' button and an 'Add to shopping list' button.

# Basket Sidebar



1. Here you can see a list of products that are in your current basket.
2. You can change your basket by selecting this button. From there you can access other features such as swap basket, clear basket and edit basket.
3. You can continue to checkout pressing this button and also see a more detailed view of the basket on the next page.

# Shopping Basket

1. Here you can see price per item or total price for the quantity \* item.
2. Here you can delete the product from the basket. On click you will get a confirmation.
3. This shows the name of the product.
4. Here you can see basket actions. including optimise, swap and stock check e.t.c.
5. This displays the note, you can add a note which will display throughout your order process/tracking.
6. You can update the quantity of products in real-time by pressing the + and - buttons.
7. To continue to the next part of checkout you select begin checkout.

The screenshot shows the 'default Basket' page on the Banner website. The page features a dark blue header with the Banner logo, navigation links for 'Categories', 'Search All Categories', and 'Search...', and utility links for 'Shopping Lists', 'Basket' (with a red notification badge), and 'Sign out'. Below the header, the user's account number '292748' and various service links like '2024 Banner Catalogue', 'Account Services', 'Print Services', 'Customer Hub', and 'Contact Us' are visible.

The main content area is titled 'default Basket' and includes the instruction 'Here you can make changes to your basket'. It displays a list of six identical items: 'Energizer Rechargeable Batteries AAA 700Mah (Pack of 10) E300626400'. Each item card includes a delete icon (trash can), a 'Call for availability' button, an 'Add note' button, a quantity selector (minus, 1, plus), and the price '£66.60 each'. Numbered callouts 1 through 7 are placed over various elements: 1 on the price, 2 on the delete icon, 3 on the product name, 4 on the basket actions sidebar, 5 on the 'Add note' button, 6 on the quantity selector, and 7 on the 'Begin Checkout' button.

On the right side, a sidebar titled 'default Basket' contains several action buttons: 'Swap Basket', 'Quick Add', 'Stock Check', 'Optimise Basket', 'Download Basket', and 'Clear Basket'. At the bottom of the sidebar, the 'Subtotal' is shown as '£399.60' and a large green 'Begin Checkout' button is prominently displayed.

# Order Tracking

1. Filter in real-time with a dynamic filtering option located on the left side of the order list.
2. View a color-coded list of orders indicating their current status.
3. Sort by newest or oldest to quickly view recent or past orders.
4. Click on an order to view a detailed summary.

The screenshot shows the Banner Order Tracking page. At the top, there's a navigation bar with the Banner logo, a menu icon, a search bar, and links for Shopping Lists, Basket (with 19 items), and Sign out. Below the navigation bar, there's a sub-header with account information (292748) and links for the 2024 Banner Catalogue, Account Services, Print Services, Customer Hub, and Help & Support.

### Order tracking

Your live order tracking results are listed below. For further comprehensive details click on the order.

Showing: Last 20 Orders

Sort by: Newest

1. Filter by Date range: Search for orders by date range (01/10/2024 - 01/10/2024)

2. Filter by Reference: Your Order Reference (Order Reference), Our Order Number (Order Number)

3. Filter by Status: All Orders, Awaiting Approval, Scheduled, Awaiting Approval, Processing, Placed, Scheduled, Placed, Exceeds Credit Limit, Rejected, Dispatched, Delivered, Processed, Error

Status	Order #	Account number	Your Reference	Order Total
Placed	Order #8665682	292748	asdasdascae	£64.26
Placed	Order #8665669	292748	cds asca	£64.26
Placed	Order #8665656	292748	asdasda	£64.26
Awaiting Approval	Order #8665614	292748	asdasdas	£498.85
Awaiting Approval	Order #8665593	292748	dsade	£117.77
Placed	Order #8665569	292748	SAD	£69.77
Placed	Order #8664857	292748	2134	£232.11
Placed	Order #8664483	292748	pxq36dhf	£218.23
Placed	Order #8661938	292748	vf4q	£132.30

# Order Tracking Detail

1. Easily view the current order status, its previous status progression, and the upcoming statuses.
2. Identify the order by its order number and the time it was placed.
3. Download or print your order for record-keeping.
4. View the delivery information and personal details of the customer who placed the order.
5. View a detailed list of all the products included in the order.
6. Track the delivery consignments and check their current status in the delivery process.
7. View a detailed breakdown of the total costs, including tax, delivery fees, and the overall total.

The screenshot displays the Banner website's 'Order Tracking Detail' page. At the top, there is a navigation bar with the Banner logo, a search bar, and links for Shopping Lists, Basket (with 19 items), and Sign out. Below the navigation bar, the user's account number (292748) and various service links (2024 Banner Catalogue, Account Services, Print Services, Customer Hub, Help & Support) are visible.

The main content area is divided into several sections:

- Order status (1):** A vertical flowchart showing the order's progress: Awaiting Approval (checked), Placed (checked), Processing (pending), Processed (pending), Dispatched (pending), and Delivered (pending).
- Order #8665682 (2):** The order number and the time it was placed (Last Friday at 1:30 PM). There are icons for back, print, and download (3).
- Company and Delivery Information (4):** Two boxes containing details: Company Name (Supplies Team, Customer Name: Benj Little) and Delivery Address (66-70 Vicar Lane, BD1 5AG).
- Product List (5):** A list of four safety signs:
  - Safety Sign Caution Door is Alarmed Keep Clear Fire Exit Only Self-Adhesive 150x450mm SR72031 (QTY: 1, £5.95 each, product code 256-8255)
  - Safety Sign Fire Exit Running Man Arrow Down PVC 150x450mm FX04211R (QTY: 2, £13.70 each, product code 838-7264)
  - Safety Sign Fire Extinguisher Water For Use On PVC 300x100mm PVC F100/R (QTY: 11, £32.23 each, product code 128-4683)
  - Safety Sign Fire Extinguisher Dry Powder For Use Self-Adhesive 300x100mm F201/S (QTY: 1, £1.67 each, product code 128-4745)
- Consignments (6):** A message stating 'No Consignments have been prepared yet...'
- Summary (7):** A table showing the Subtotal (£53.55) and Total Cost (£64.26).

# Access Approvals

1. Access outstanding approvals directly from the homepage.

The screenshot shows the Banner website homepage. At the top, there is a dark blue navigation bar with the Banner logo, a menu icon, a search bar, and links for Shopping Lists, Basket, and Sign out. Below this is a light blue bar with the account number 292748 and links for the 2024 Banner Catalogue, Account Services, Print Services, Customer Hub, and Help & Support. The main content area features a personalized greeting 'Good Afternoon ApproverBen' and a notification 'You have 1 new message'. Three notice boxes are displayed: a Site Notice (marked as read), a Marketing Notice (marked as unread), and a Customer Notice (marked as unread). At the bottom, a red banner highlights 'Orders awaiting approval: 6' with a 'View orders' button.

**B Banner** | Categories | Search All Categories | Search... | Shopping Lists | Basket | Sign out

Your account no: 292748 | 2024 Banner Catalogue | Account Services | Print Services | Customer Hub | Help & Support

**B** Good Afternoon ApproverBen | You have 1 new message ^

**1 Site Notice:** Mark as read  
Default site notice! Hello everybody, this is a brief summary of Esupply.  
feta monterey jack cheddar cheshire curds rind, emmental stinking bishop yarg,

**Marketing Notice:** Mark as unread  
Currently we have many discounts on:  
Monterey Jack cheddar stilton roquefort parmesan comte emmental gouda mozzarella mascarpone

**Customer Notice:** Mark as unread  
Welcome to the easy way to order office supplies  
Click on the product images above or use the links on the left hand side to browse our entire product range. Alternatively use the search box at the top of the page to navigate directly to the products you want, fast.  
See More

**Orders awaiting approval: 6** | 1 View orders

Click here for Infection Prevention

Add BANGATU22



Invoices

Banner

# Approvals Details

1. This is a summary of the order to approve, it will show you a list of products and cost.
2. Here you can find a list of your orders to approve, they are in chronological order from most recent. Click the order to view it on the right.
3. Here you can find the basic information of the order including the date and time it was placed.
4. Full edit allows you to see the full order in the basket view and make changes that way, whereas the quick edit allows you to quickly update the products in the order.
5. Action the order by clicking action then approve, reject or refer to someone else.
6. View order details e.g. delivery address.
7. View the referral process of the order.

## Order Approval

Please find below your most recently placed orders requiring authorisation from you. You can view and edit each order if required.

Previous **1** 2 3 Next **2**

Order #8723837	Order Total
08/01/25 at 11:25 AM Placed by Ben Little	£157.32
Order #8722116	Order Total
06/01/25 at 1:48 PM Placed by Ben Little	£120.84
Order #8721597	Order Total
06/01/25 at 10:59 AM Placed by Ben Little	£2,404.08
Order #8721537	Order Total
06/01/25 at 10:56 AM Placed by Ben Little	£226.92
Order #8721463	Order Total
06/01/25 at 10:15 AM Placed by Ben Little	£40.07

Previous **1** 2 3 Next

**3** Order #8723837  
08/01/25 at 11:25 AM

**4** Full Edit Quick Edit **5** Action

**6**

**Company Name**  
TNT LRVDC  
**Placed by**  
Ben Little  
**Referred**  
BenDev → Ben's Test Auth Group

**Delivery Address**  
Starley Way Bickenhill,  
Birmingham,  
B37 7HZ

**Your Order Reference**  
cvxd  
**Cost Centre**  
CostCentre1  
**Sub Cost Centre**  
CostCentre1

**1**

PaperMate Non-Stop Automatic Pencils 0.7mm HB (Pack of 12)  
S0189423  
9904209 QTY: 1 **£1.14**  
£1.14 each

Q-Connect Lamda Ballpoint Pen Medium Blue (12 Pack) KF00673  
645-1889 QTY: 9 **£10.26**  
£1.14 each  
This is a Restricted Product

Stabilo Point 88 Fineliner Pen Black (Pack of 10) 88/46  
9399298 QTY: 30 **£119.70**  
£3.99 each

**Subtotal**  
£131.10  
**Total cost**  
£157.32 (inc. VAT)

**7** Referral Trail

Date	Status	From	To
Jan 8 2025 11:25AM	Order Placed	BenDev	Ben's Test Auth Group

# Approvals Quick Edit

This is the quick edit page which allows you to update the quantities of existing products in the order or delete lines from the order. In order to edit further details you need to click full edit. Once you have performed the edit you then need to click action > approve.

1. You can directly delete a line using the trash button. This will remove the full product.
2. Here you can alter the quantity of the product by either pressing the '+' or '-' buttons, you can also type a quantity.
3. Once you have completed the amends you must press save, selecting cancel will cancel changes.

The screenshot shows the Banner Order Approval interface. At the top, there's a navigation bar with the Banner logo, a menu icon, and a search bar. Below this, a header section displays the account number (292748) and various service links like '2024 Banner Catalogue', 'Account Services', 'Print Services', 'Customer Hub', and 'Contact Us'. The main heading is 'Order Approval', followed by a sub-heading: 'Please find below your most recently placed orders requiring authorisation from you. You can view and edit each order if required.'

A list of orders is shown, with the fifth order, #8721463, highlighted in blue. To the right of this list, a detailed view of Order #8721463 is displayed, including its date and time (06/01/25 at 10:15 AM) and buttons for 'Full Edit', 'Quick Edit', and 'Action'. Below the order details, there are three sections: 'Company Name' (TNT LRVDC), 'Placed by' (Ben Little), 'Referred' (BenDev -> Ben's Test Auth Group), 'Delivery Address' (Starley Way Bickenhill, Birmingham, B37 7HZ), and 'Your Order Reference' (a,t4ghrg4) with 'Cost Centre' and 'Sub Cost Centre' information.

The bottom section shows a product line being edited: 'Pilot Bottle 2 Pen Gel Ink Rollerball Pen Fine Black (10 Pack) 054101001'. A trash icon (1) is next to the product name. The quantity is currently 1, with minus (-) and plus (+) buttons (2) for adjustment. The price is £33.39 each. At the bottom of this section are 'Cancel' and 'Save Changes' (3) buttons.

The footer contains the Banner logo, address (Newland House, Tuscany Park, Normanton, Wakefield, West Yorkshire, WF6 2TZ), Reg No: 05510758, and contact information for Help & Support, About Us, FAQ, Terms & Conditions, Privacy & Cookie Policy, and Your Account Manager (Ceased Trading Nil Balance / tom.gentry@evo-group.cvo.uk /). Customer Services contact numbers (0843 538 3311) and E-Commerce Helpdesk (0843 538 3377) are also provided, along with a Fax number (0844 371 9403).

# Favourites

This is the favourites page where you can see all the products you have added to your favourites for use at another time. You can add products to favourites, remove them or add them to your basket as well as view shopping lists or company wide favourites.

1. Filter your favourites by category.
2. Here you can type in a product code and add to favourites directly. Alternatively you can add products to favourites from the product page.
3. Selecting company favourites will take you to view company wide favourites. Shopping lists allow you to create further lists of products for later use.
4. Here you can add the products directly to basket or remove the products from your favourites list.

**B Banner** | Categories | Search All Categories | Search... | <sup>3</sup> Basket | Sign out

Your account no: 292748 | 2024 Banner Catalogue | Account Services | Print Services | Customer Hub | Contact Us

## Favourites

You can add to your favourites at any time by entering a product code.

Product code


List  Grid

**Filter by category** ▼  
Select a button to change category


- All Categories
- Books & Pads
- Business Technology
- CDs, DVDs & Backup Tapes
- Paper & Labels
- Writing Supplies

Products per page: 25 ▼


### CDs, DVDs & Backup Tapes

 Verbatim 4.7GB 16x Speed Spindle DVD-R (50 Pack)  
43548  
Product Code: 4608003  
• EAN: 5705831040946  
• Size: H-125mm W-105mm D-212mm  
£19.31  
  
1

### Paper & Labels

 Q-Connect Bright Blue Coloured A4 Copier Paper  
80gsm Ream (Pack of 500) KF01428  
Product Code: 8369193  
£5.55  
  
1

### Writing Supplies

 PaperMate Non-Stop Automatic Pencils 0.7mm HB  
(Pack of 12) S0189423  
Product Code: 9904209  
• EAN: 0023942490623  
• Size: H-135mm W-90mm D-135mm  
£1.14  
  
1

# Frequent Buys





From the Account Services menu you can access the Frequent Buys screen where your most commonly ordered items can be viewed or added to your basket.

**B Banner** | Categories | Search All Categories | Search... | <sup>3</sup> Basket | Sign out

Your account no: 292748 | 2024 Banner Catalogue | Account Services | Print Services | Customer Hub | Contact Us

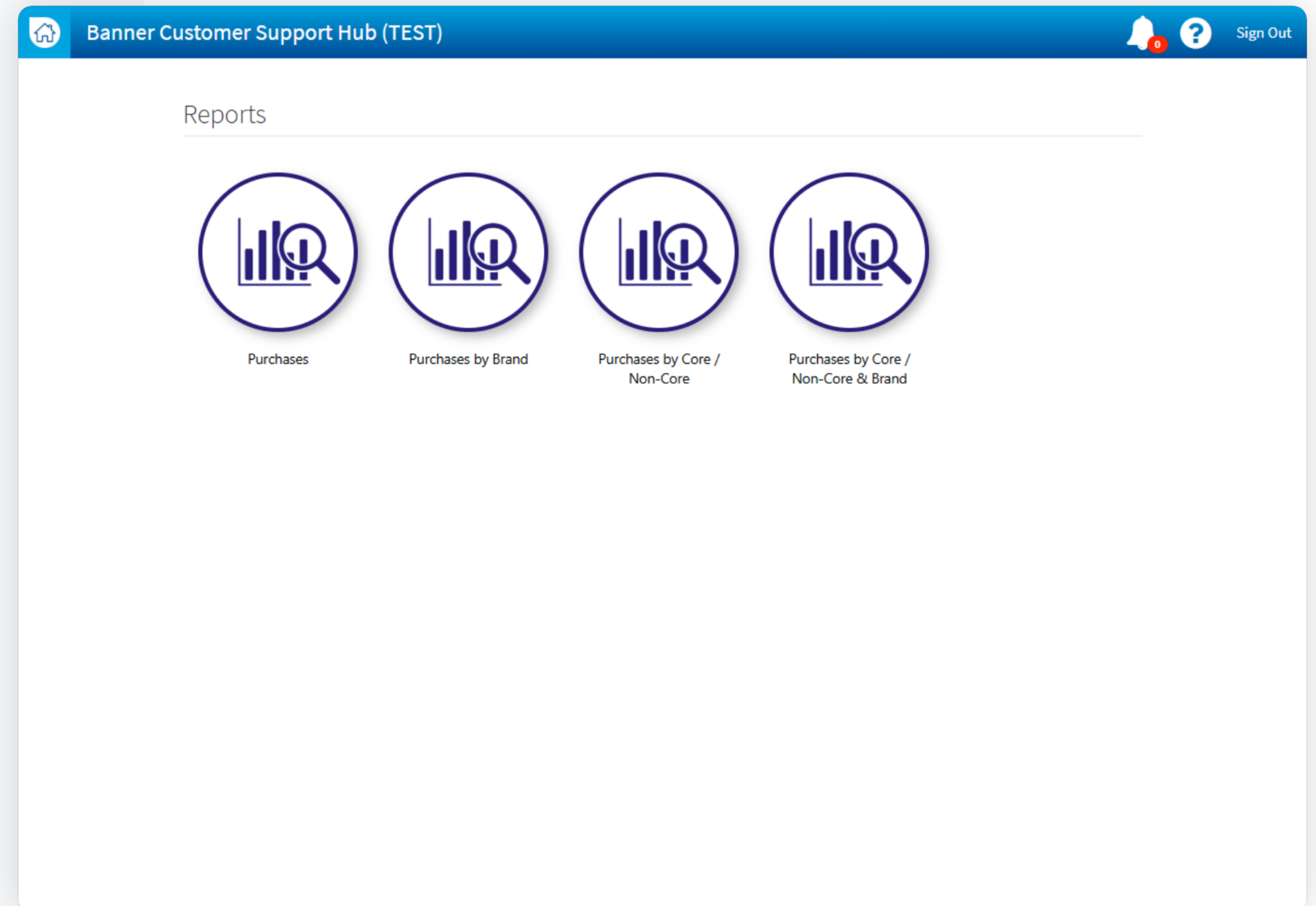
## Frequent Buys

 | List | Grid

-  **Supplies Team Twin Wired Manuscript A4 Book Feint (Pack of 5) 100080180**  
Product Code: 2479006  
• EAN: 5705831040977  
• Size: H-128mm W-108mm D-128mm  
£7.05  
Call for availability  
1 Add to basket
-  **Post-it Notes 76x127mm Canary Yellow (Pack of 12) 655Y**  
Product Code: 7011790  
£10.83  
Call for availability  
1 Add to basket
-  **Q-Connect HP 45 Remanufactured Black Inkjet Cartridge 51645A**  
Product Code: RE51645A  
• EAN: 03134375014168  
• Weight: 0.8751kg  
• Size: H-154.000 mm W-129.000 mm D-403.000 mm  
£5.63  
Call for availability  
1 Add to basket
-  **Cambridge Spiral Notebook 5X8 Inches 80 Leaf Ruled Feint Head Bound (Pk 10) 100080496**  
Product Code: 4500765  
£4.26  
Call for availability

# Reporting

The Reporting section gives you access to detailed purchase purchase reports. You can find this by going to the Account Account Services and selecting Reporting.



# Email Notifications

When you place an order, you will receive an email notification to say your order has been placed.

**\*\*Please note if your account has authorisations set up then you will only receive this email once your order has been approved\*\***

1. This shows a list of all the products and the information that have been ordered.
2. Here you can see a cost breakdown including tax, shipping and an order total.
3. This section allows you to see your delivery address for the order.
4. Here you can see your order reference number and your personal order number.

The screenshot shows an email notification from 'Banner'. At the top, there is a blue header with the 'Banner' logo. Below the header is a green banner with the text 'ORDER RECEIPT' and several receipt icons. The main body of the email contains the following text: 'You have requested to be notified when an order is placed by [REDACTED]. Please find details below:'. Below this is a table with columns for 'Description', 'Code', 'Qty', and 'Total'. The table lists four items: three individual packs of 'Stabilo Point 88 Fineliner Pen Black (Pack of 10) 88/46' at £3.99 each, and one larger pack of 20 pens at £79.80. To the right of the table is a summary section with a 'Delivery Address:' field containing redacted information. Below the address is a 'Products Total:' section with a breakdown: £91.77 for products, £0.00 for shipping, and £18.36 for VAT, resulting in an 'Order Total' of £110.13. At the bottom, there is a section for the 'Order Reference Number' and 'Personal Order Number', with the reference number being 8738392 / vrevrev.

**B Banner**

**ORDER RECEIPT**

You have requested to be notified when an order is placed by [REDACTED]. Please find details below:

Description	Code	Qty	Total
Stabilo Point 88 Fineliner Pen Black (Pack of 10) 88/46	9399298	1	£3.99
Stabilo Point 88 Fineliner Pen Black (Pack of 10) 88/46	9399298	1	£3.99
Stabilo Point 88 Fineliner Pen Black (Pack of 10) 88/46	9399298	1	£3.99
Stabilo Point 88 Fineliner Pen Black (Pack of 10) 88/46	9399298	20	£79.80

Delivery Address: [REDACTED]

Products Total: £91.77  
Shipping: £0.00  
VAT: £18.36  
**Order Total: £110.13**

Your unique Order Reference Number is:  
**8738392 / vrevrev**

# Scheduled Basket

A new development in Banner allows us to set up orders for customers that are scheduled to go out on the same day every week, month etc.

Once you have scheduled an order you can view the scheduled order in account services to make amends.

1. To make your order a scheduled order, firstly check the 'Make this a scheduled order' toggle.
2. Fill out the corresponding information in the form details, if you want to schedule for a certain period of time be sure to include an end date, if not it will run until you pause it.
3. You can select what frequency you want the orders to be scheduled for by different date types.
4. Once complete continue the checkout process as normal.

The screenshot displays the Banner account services interface. At the top, there is a navigation bar with the Banner logo, a menu icon, and a search bar. Below this, a secondary bar shows the account number (292748) and various service links. The main content area is divided into two primary sections: 'Delivery Information' and 'Scheduled Order'.

**Delivery Information:** This section includes a 'Select an address' dropdown, followed by input fields for 'Full Name \*', 'Company Name', 'Address Line 1 \*', 'Address Line 2', 'Address Line 3', 'City \*', 'County', 'Country \*', 'Post Code \*', 'Cost Centre \*', and 'Sub Cost Centre'.

**Scheduled Order:** This section features a toggle switch labeled '1 Make this a scheduled order?'. Below it is an 'Assign to User' dropdown menu with 'Ben Little (AAAAAA)' selected. The 'Schedule Name \*' field is followed by a 'Frequency \*' dropdown set to 'Every 1 Days'. A checkbox 'Add date to name every time?' is checked. The 'Start Date \*' is set to '20/01/2025'. A checkbox 'End Date required' is present but unchecked.

**Your Basket:** On the right side, a 'Your Basket' summary shows a list of items with their prices and quantities. The items include Verbatim 4.7GB 16x Speed Spindle DVD-R (£19.31 each), Stabilo Pen 68 Premium Felt Tip Pen Colorpara... (£34.65 each), and Pilot Bottle 2 Pen Gel Ink Rollerball Pen Fine... (£33.39 each). A 'Products Total' of £158.12, 'Subtotal' of £158.12, and 'Shipping' of Free are shown, leading to a 'Grand total' of £158.12.

At the bottom of the interface, there is a '3 Order Verification' section and a green button labeled '4 Continue to Verification →'.

# Scheduled - Details

Once you have created a scheduled order it will appear in account services under the 'Scheduled Orders' page.

1. Select the specific scheduled order from the list on the left.
2. Here you can pause the scheduled order. This will stop upcoming orders until you restart the schedule.
3. Here you can delete lines from your schedule, you can also click the quick edit button at the top of the page to edit item quantities.
4. This section allows you to see the last 5 orders and the next 5 orders.

**B Banner** Categories Search All Categories Search... Basket 6 Sign out

Your account no: 292748 2024 Banner Catalogue Account Services Print Services Customer Hub Contact Us

## Scheduled orders

Your scheduled orders are listed below. For further comprehensive details click on the order.

Previous 1 2 3 4 ... 18 Next

- 1** Monthly Xerox[DATE] **Active**  
Every 1 Months Created: 04/07/2024 Next Run: 17/01/2025
- MonthlyPaper[DATE] **Active**  
Every 1 Weeks Created: 19/06/2024 Next Run: 19/12/2024
- MonthlyPaper[DATE] **Active**  
Every 1 Weeks Created: 19/06/2024 Next Run: 19/12/2024
- MonthlyPaper[DATE] **Active**  
Every 1 Weeks Created: 19/06/2024 Next Run: 19/12/2024
- lotaPaper **Paused**  
Every 1 Weeks Created: 18/12/2024

Previous 1 2 3 4 ... 18 Next

### Monthly Xerox[DATE]

Date Range: 04/07/2024 - 31/12/2099

Quick Edit Pause **2**

#### Last 5 Orders

#### Next 5 Orders

21 JANUARY 2025 21 FEBRUARY 2025 21 MARCH 2025 21 APRIL 2025 **4** 1 MAY 2025

**3**

- Frequency**  
Once every 1 Month
- Account No.**  
292748
- Delivery Sequence**  
001
- Order Reference:** asdf123
- Delivery Address**  
Warren  
Supplies Team  
66-70 Vicar Lane  
Bradford  
BD1 5AG
- Cost Centre**  
No Restrictions
- Sub Cost Centre**

- Xerox Premier Pure TCF A4 Card 160gsm White (Pack of 250) 003R93009 **£30.00**  
003R91798 **Out of Stock** **£10.00** each QTY: 3
- Xerox Business A4 White 80gsm 4 Hole Punched Paper (500 Pack) XX91823 **£64.34**  
3R91823 **Out of Stock** **£32.17** each QTY: 2
- Xerox Business A4 White 80gsm 4 Hole Punched Paper (500 Pack) XX91823 **£32.17**  
3R91823 **Out of Stock** **£32.17** each QTY: 1
- Book Keeping Journal (6 Pack) 302301 **£9.49**

# Optimise Basket

You can either optimise your basket on the basket page or once you have proceeded to checkout. Optimising the basket allows you to get like for like products for a cheaper price. We have included an on platform guide to assist with functionality.

1. Products on the left show the unoptimized product in your basket, the one you chose, the product on the right of it shows the one which is a like-for-like and saves you money.
2. Green lines are optimised, to optimise simply click the product on the right of the unoptimized product. This will then show your total saving by optimising.
3. Here you can get more of an in-depth guide of how optimise basket works.
4. Once complete, select continue, this will then update your basket with the optimised products.

**1 Optimise basket**  
We have already optimised your basket, if you want to unoptimise your basket, please select the product on the left to proceed.

[Learn more about optimise](#)

Unoptimized Product	Optimized Product
<b>1</b> PaperMate Flexgrip Ultra Retractable Ballpoint Pe... £88.10 £8.81 /each	Bic Atlantis Ballpoint Pen Medium Blue (Pack of 1... £56.10 £5.61 /each
PaperMate Flexgrip Ultra Ballpoint Pen Medium... £340.00 £34.00 /each	Bic Atlantis Premium Ballpoint Pen Medium... £225.10 £22.51 /each
PaperMate Flexgrip Ultra Ballpoint Pen Medium... £340.00 £34.00 /each	Bic Atlantis Premium Ballpoint Pen Medium... £227.50 £22.75 /each <b>SAVE £112.50</b> ✓ Optimised

**4** Continue to delivery →

2 Delivery Information  
3 Order Verification  
4 Order Confirmation

**Your Basket** [Edit Basket](#)

Basket optimisations will be applied on the next page

Stabilo Point 88 Fineliner Pen Black (Pa... £3.99 each 9399298
Stabilo Point 88 Fineliner Pen Black (Pa... £3.99 each 9399298
PaperMate Flexgrip Ultra Retractable... £88.10 £8.81 each 5136663
PaperMate Non-Stop Automatic Pencils... £11.40 £1.14 each 9904209
PaperMate Flexgrip Ultra Ballpoint Pen... £340.00 £34.00 each 0548055

Show 1 more products

Products Total	£787.48
Subtotal	£787.48
Shipping	Free
<b>Grand total</b>	<b>£787.48</b>

# Important Information

The Banner website has 24/7 access with real time stock that refreshes every 20 minutes.

There is a suggested final ordering time of 16.30 to ensure next day delivery.

The system automatically logs users off after 20 minutes of inactivity.

If you have any queries related to cost centres, delivery addresses, log in details, or adding/deleting contacts and users, our e-commerce team will be ready to assist you.

Please contact the team on 0843 538 3377 or email them on [bannerecommerce@banneruk.com](mailto:bannerecommerce@banneruk.com)

