

# USER GUIDE

Good Morning Linda

You have 3 new messages ^

**1 Site Notice:** [Mark as read](#)

Welcome to Banner, your trusted and compliant partner in workplace solutions.

Our online shop, eSupply, is designed to provide a seamless and efficient purchasing experience, offering a comprehensive range of products tailored to meet the demands of modern workplaces.

Need help? Please visit our Help & Support page

[See More](#)

**1 Marketing Notice:** [Mark as read](#)

As Ireland's leading supplier of workplace products and services, Banner has the experience, scale, and expertise to provide the right solutions for your entire organisation.

Banner's expert team will work with your organisation to streamline your processes, create efficiencies, and support a more sustainable way of working.

[See More](#)

**1 Customer Notice:** [Mark as read](#)

Can't find a product on eSupply? Simply raise a Bespoke Ordering Request on our Customer Support Hub and one of our sourcing experts will find it for you.

One of the key features of our Customer Support Hub is the ability to raise a bespoke ordering request.

[See More](#)

**Banner Customer Support Hub**

Open up your world today!

**Banner**

Introducing Our 2025 Workplace Solutions Catalogue!

Add BANCATU25 to your next order

**2025 Catalogue**

Get yours now!

Ready for the New Mandatory Waste Legislation? **Banner ensures a compliant solution.**

[Click here to find out more](#)

**New Waste Legislation**

Is your business ready?

## Bestsellers

<p>Q-Connect A4 Laminating Pouch 80 Micron Each Sid...</p> <p>261-1926</p> <p>€22.12 ex.VAT</p> <p><a href="#">Add to basket</a></p>	<p>Nescafe Gold Blend Coffee 750g Tin 12284102</p> <p>3295383</p> <p>€102.86 ex.VAT</p> <p><a href="#">Add to basket</a></p>	<p>Q-Connect Quick Notes 76 x 76mm Yellow (12 Pack)...</p> <p>261-1926</p> <p>€50.24 ex.VAT</p> <p><a href="#">Add to basket</a></p>	<p>Ball Point Pen Black Medium (Pack of 50) 0052501/NB</p> <p>261-1926</p> <p>€9.24 ex.VAT</p> <p><a href="#">Add to basket</a></p>	<p>Copier Paper A4 White Ream Wrapped (Pack of...)</p> <p>9150014</p> <p>€55.74 ex.VAT</p> <p><a href="#">Add to basket</a></p>
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**DURABLE** SINCE 1920

**Workplace Ergonomics**

To ensure personal wellbeing, you need a comfortable working atmosphere and a well-thought-out, ergonomic design.

**Sharpie**

**Always Vivid Writing**

The high-performance Sharpie® S-Gel comes in a range of stunning styles and bold ink colors. Check out our latest additions of fashionable

**BANKERS BOX**

**Record Storage**

The market leader in document management products, offering durable, functional storage solutions.

HM Revenue & Customs **Good Afternoon Guest**

**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

[See More](#)

**Click here for Infection Prevention Essentials**

# Contents

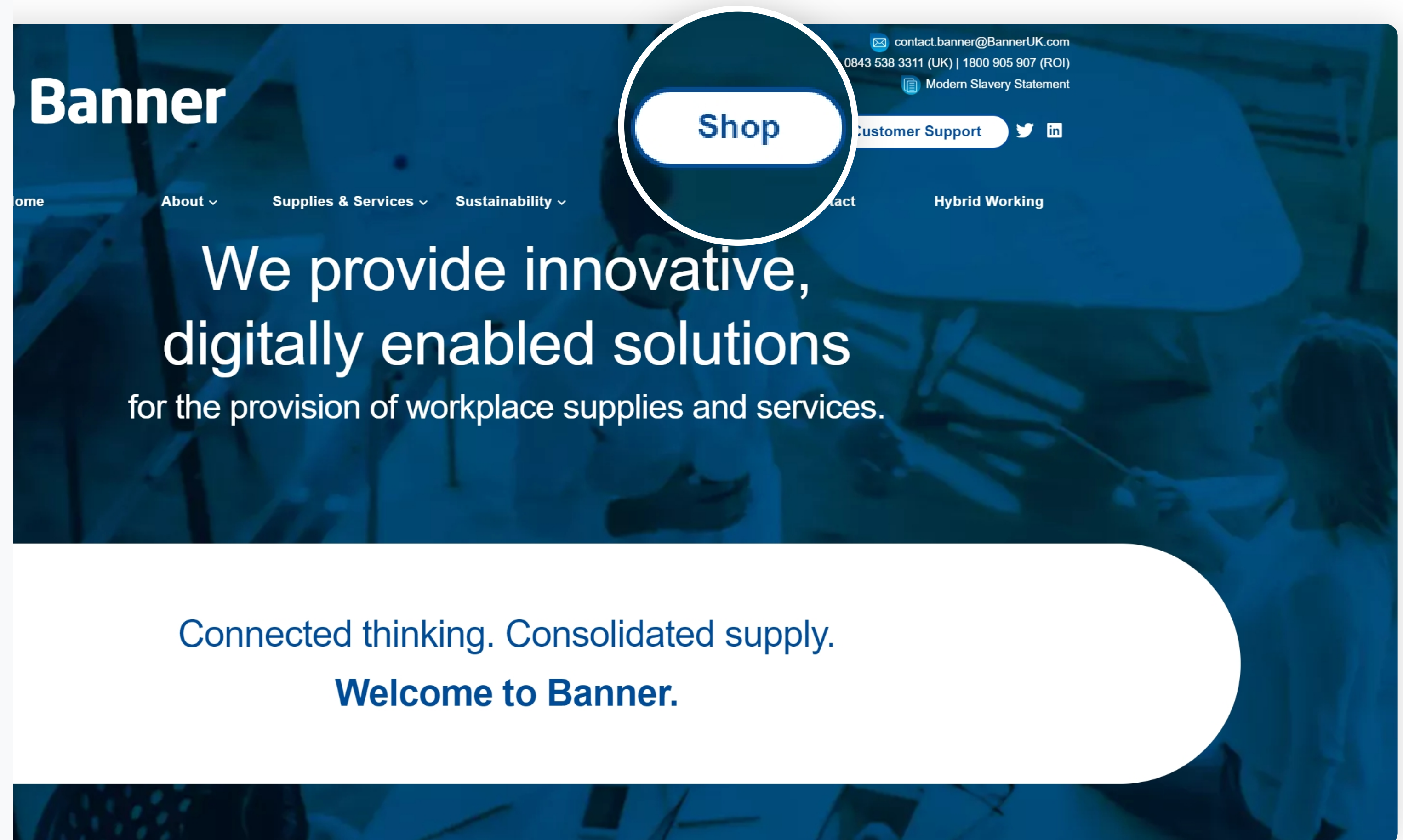
- 3 Getting Started
- 4 Homepage
- 5 Navigation
- 6 Message Board
- 7 Sign in
- 8 Search
- 9 Search Results
- 10 Categories Sidebar
- 11 Product Details
- 12 Basket Sidebar
- 13 Basket
- 14 Order Tracking
- 15 Order Tracking Details
- 16 Approvals
- 17 Approval Details
- 18 Approval Quick Edit
- 19 Favourites
- 20 Frequent Buys
- 21 Reporting
- 22 Email Notifications
- 23 Scheduled Basket
- 24 Scheduled Details
- 25 Optimise Basket
- 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' and 'Basket' (containing 19 items). Below the navigation bar, the user's account number '292748' is displayed, along with links for '2024 Banner Catalogue', 'Account Services', 'Print Services', and 'Customer Hub'. 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 fields for 'Company Name' (Supplies Team), 'Customer Name' (Benj Little), 'Delivery Address' (66-70 Vicar Lane, BD1 5AG), and a list of items. The items list includes: 'Safety Sign Caution Door is Alarmed Keep Clear Fire Exit Only Self-Adhesive 150x450mm SR72031' (QTY: 1, ID: 256-8255), 'Safety Sign Fire Exit Running Man Arrow Down PVC 150x450mm FX04211R' (QTY: 2, ID: 838-7264), 'Safety Sign Fire Extinguisher Water For Use On PVC 300x100mm PVC F100/R' (QTY: 11, ID: 128-4683), and 'Safety Sign Fire Extinguisher Dry Powder For Use Self-Adhesive 300x100mm F201/S' (QTY: 1, ID: 128-4745). At the bottom of the page, a message states 'No Consignments have been prepared yet...'.

## Getting Started

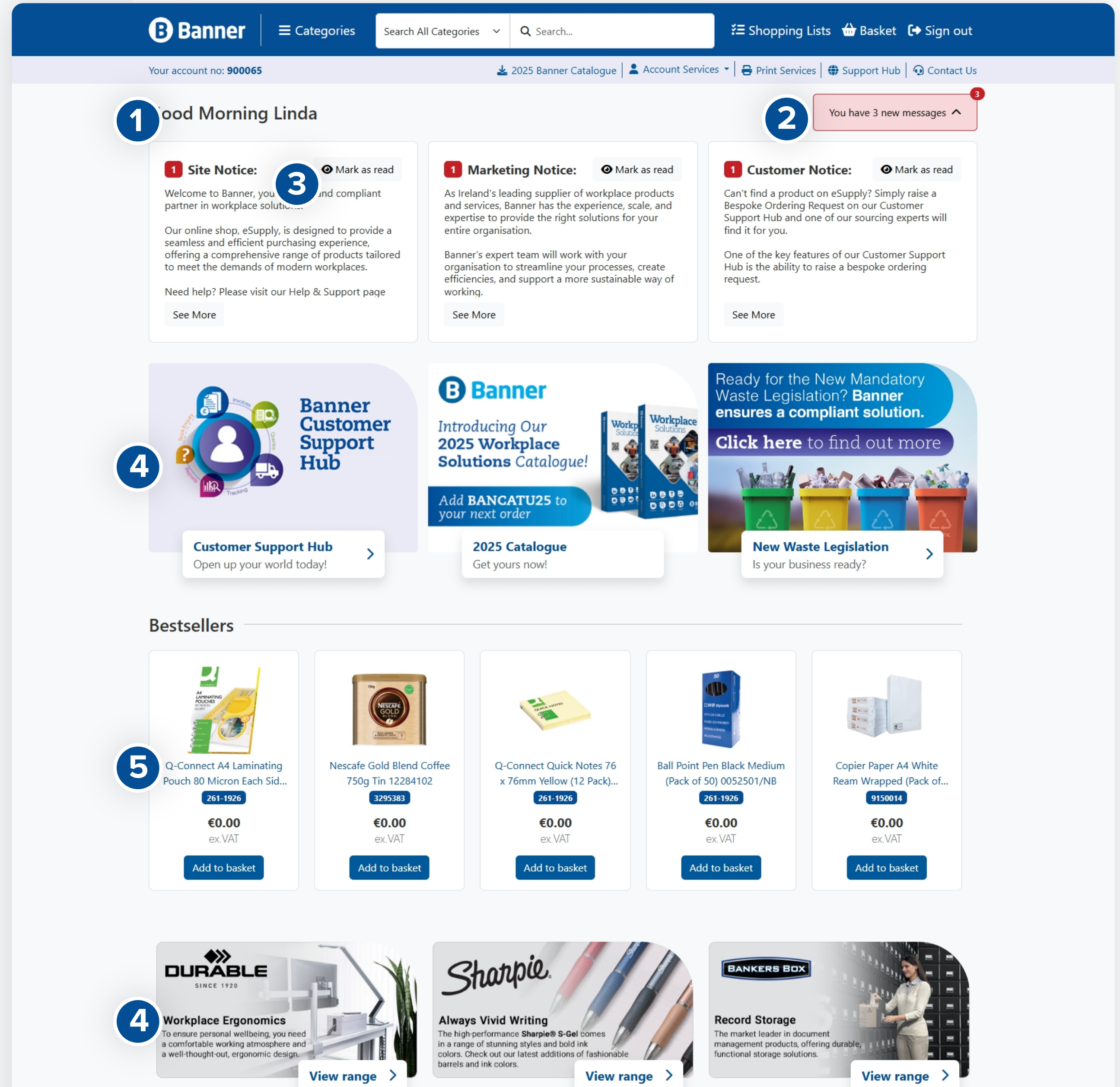
Developed after extensive consultation with customers, our Internet ordering solution, Banner, is widely acknowledged as the best in the market. It offers all of the functionality needed in a business to business environment, including online order tracking, real time visibility of stock and online management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

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



# 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 to unread.
- 4 These pods are used to show customised marketing messages.
- 5 This is a customer showcase where you can view a range of products and offers.



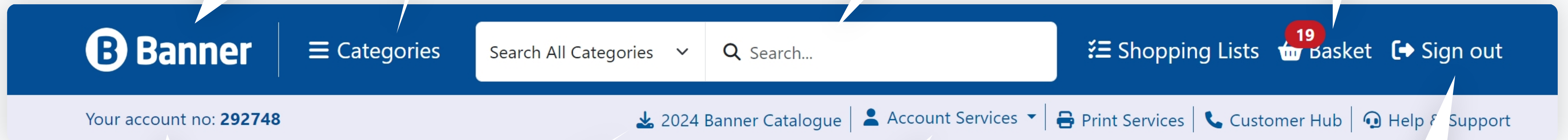
# Navigation

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.

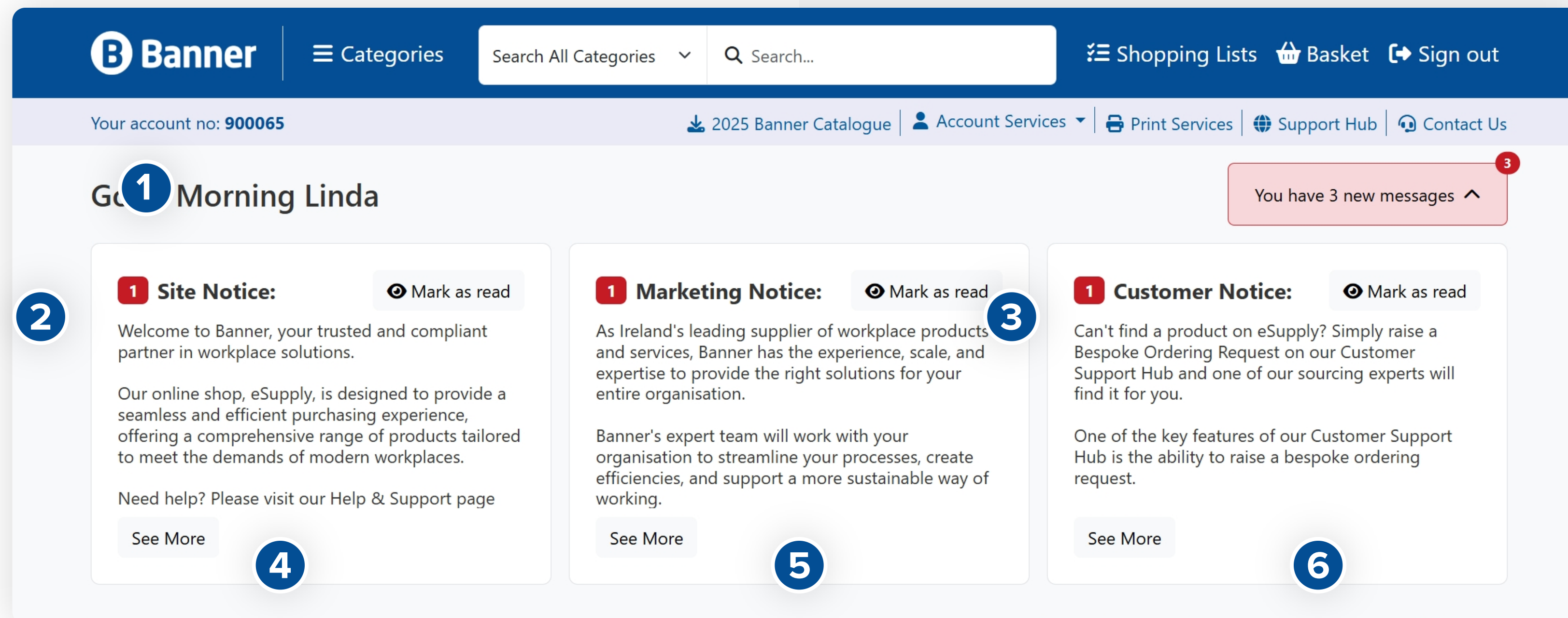
All of your **account services** can be accessed in this drop-down menu.

- 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.

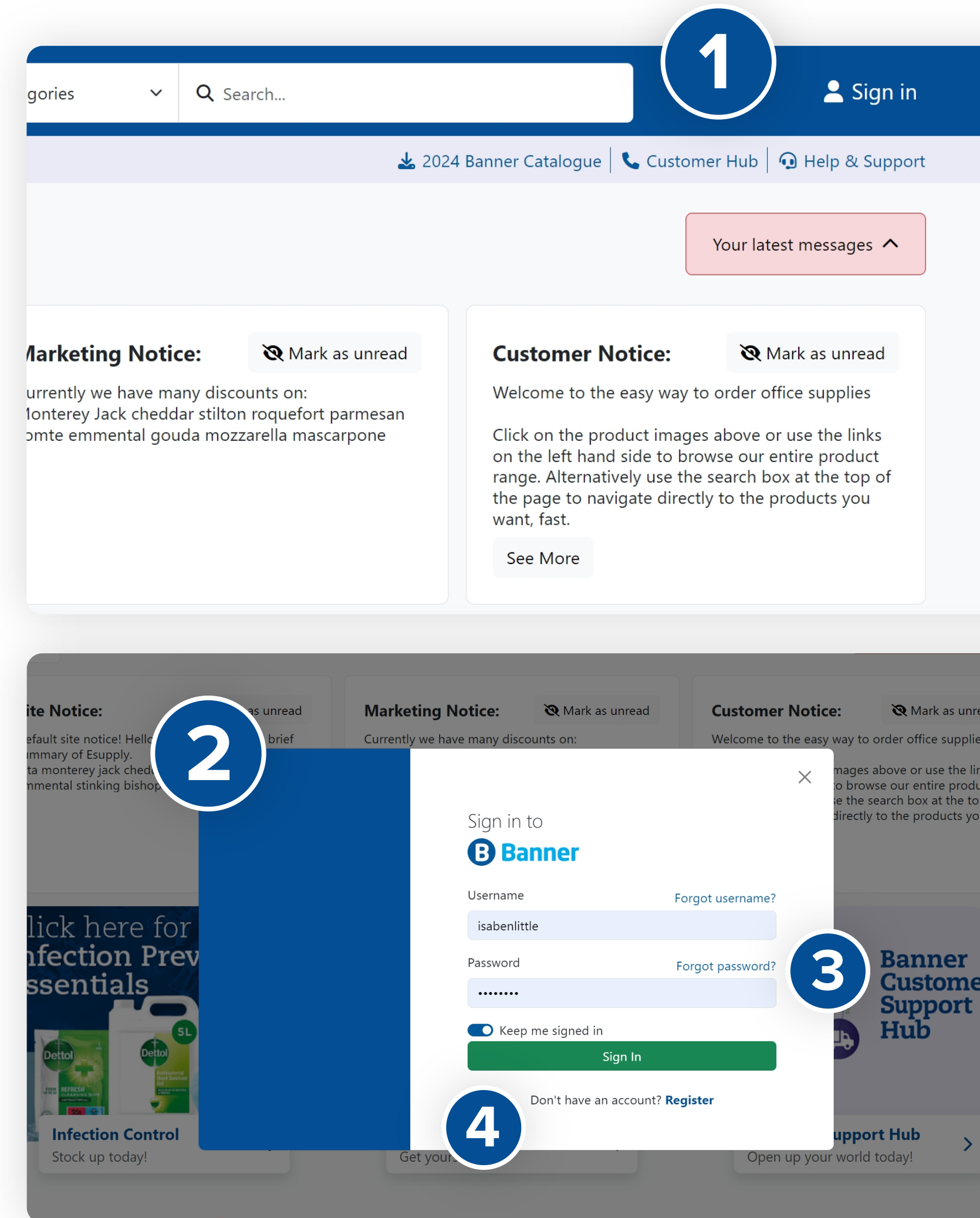
# Message Board

- 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.



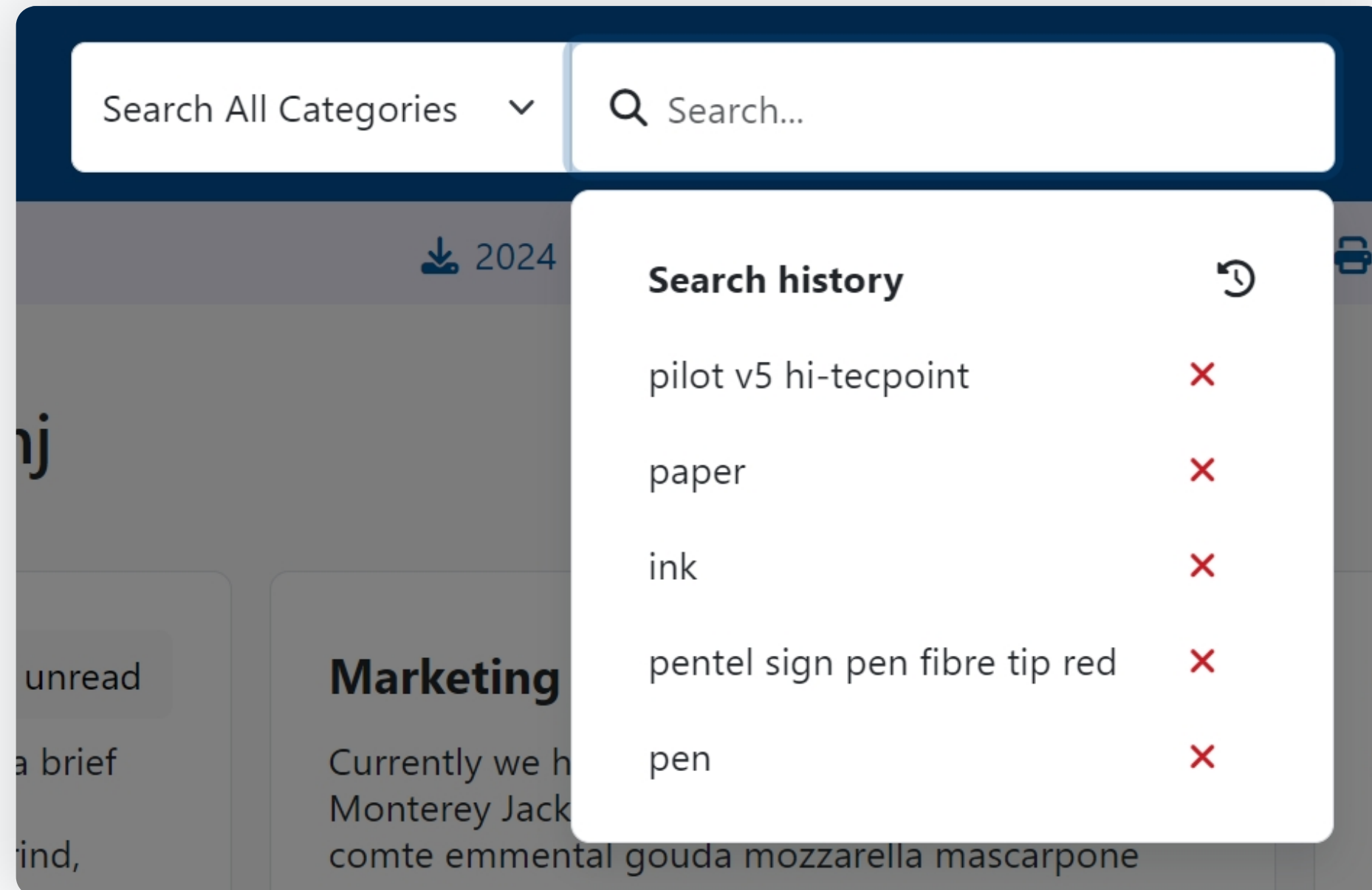
# Sign in

- 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.



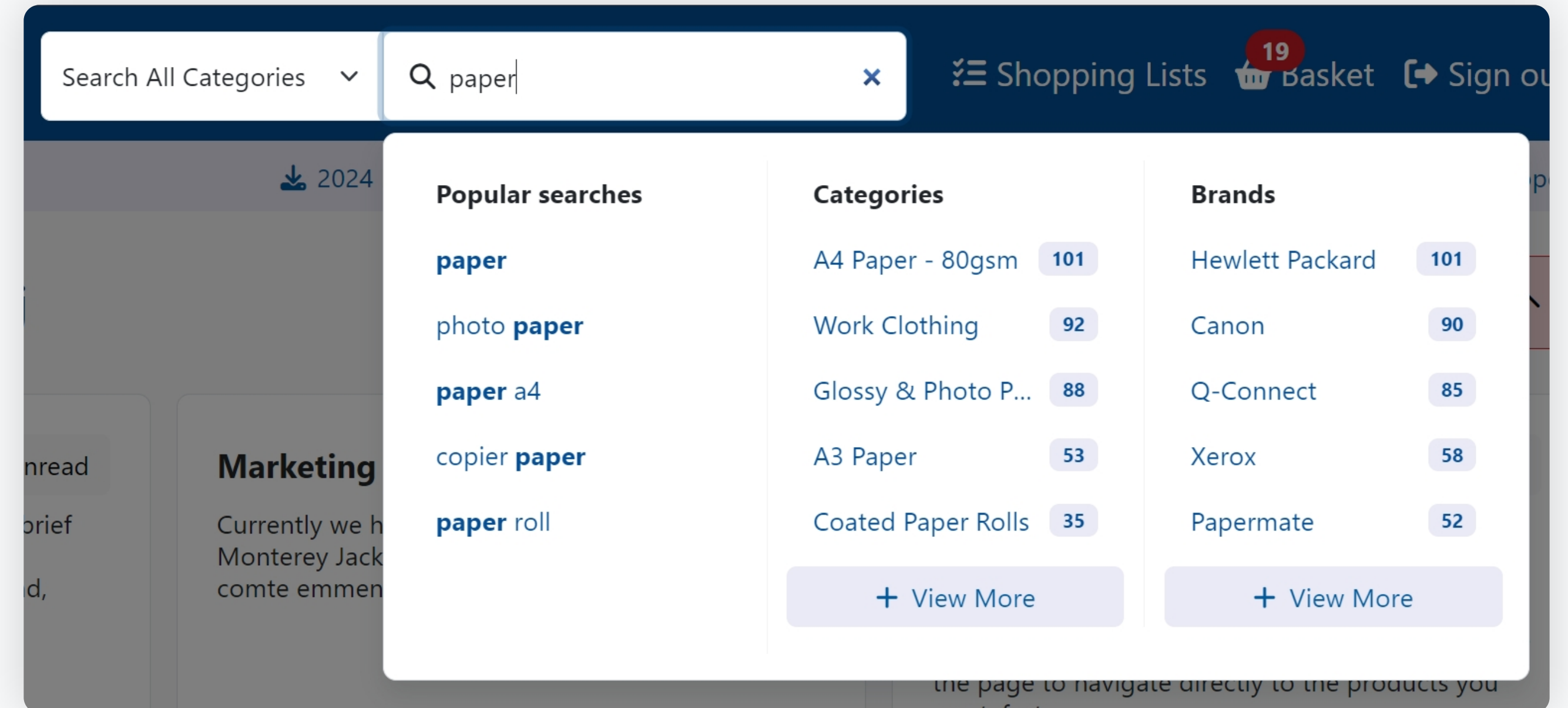
# Search

## 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.

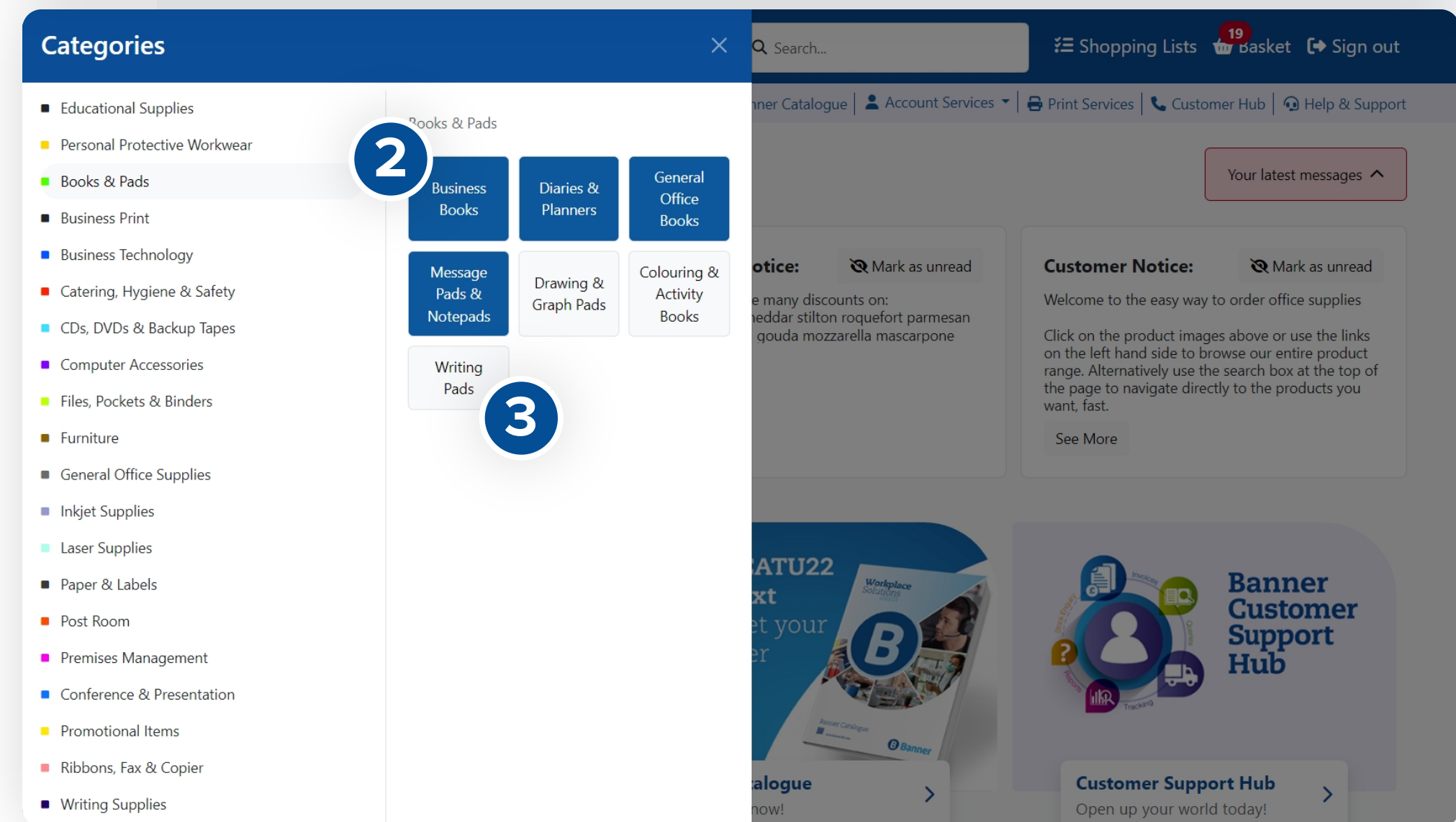
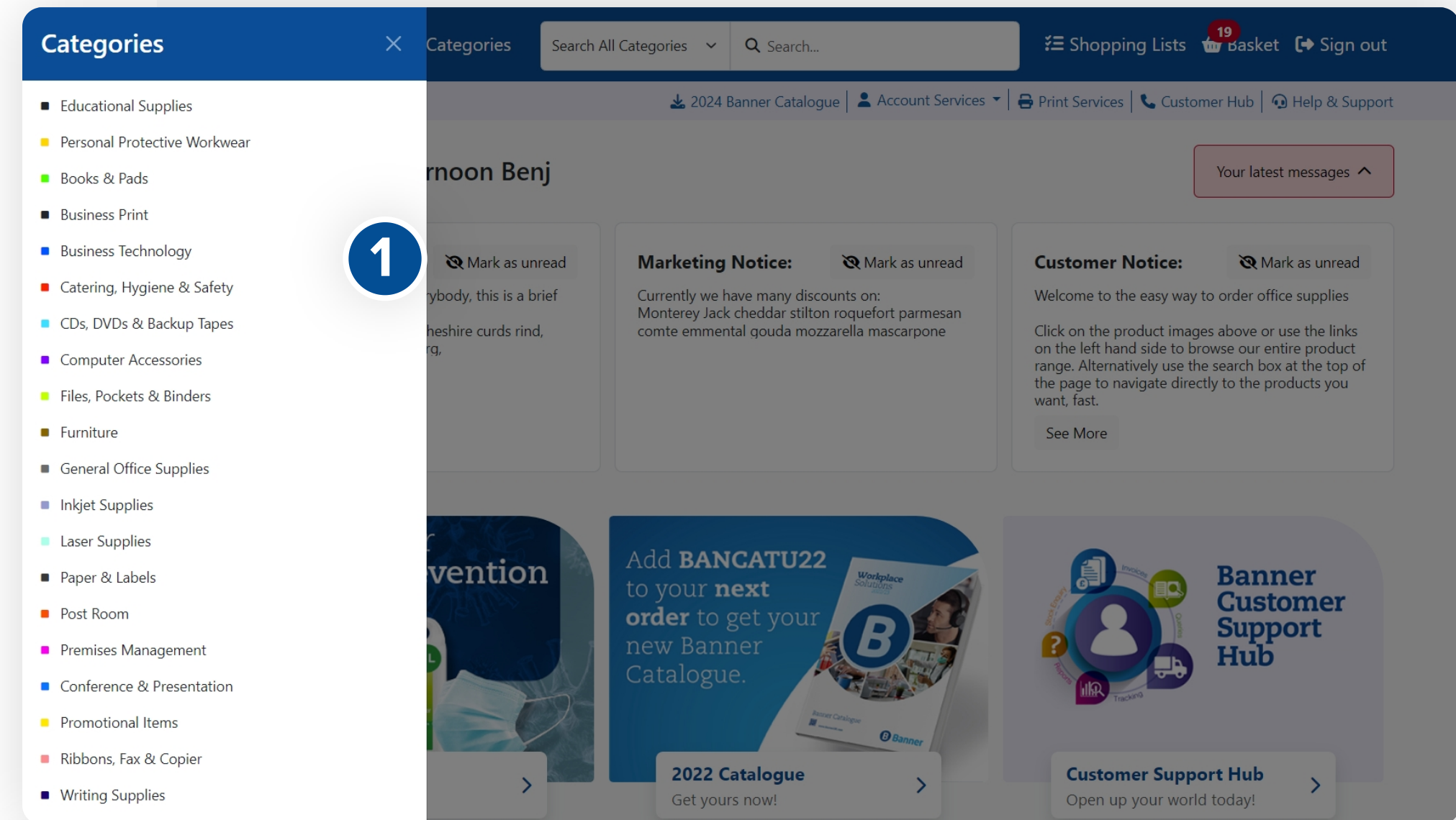
# Search Results

- 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 blue header with the Banner logo, navigation links for 'Categories', 'Shopping Lists', 'Basket', and 'Sign out', and a search bar. Below the header, the account number '900065' and various service links are visible. The main content area is titled 'Paper' and displays 4 search results. Each result includes a product thumbnail, title, price, stock status, and an 'Add to basket' button. The results are: 1. Copier Paper A4 White Ream Wrapped (Pack of 2500) WX01087, €55.74, 6348 in stock. 2. Q-Connect White A4 80gsm Copier Paper (2500 Pack) KF01087, €73.67, 2867 in stock. 3. Xerox Premier A5 Paper 80gsm White Ream (Pack of 500) 003R91832, €25.06, 369 in stock. 4. Banner Premium White A4 Copier Paper 90gsm (2500 Pack) 03620, €150.99, 63 in stock. A fifth result, Steinbeis No.4 Evolution Recycled Copier Paper A4 80g White Box 2500 K1701201080A, is partially visible at the bottom with a price of €110.69. On the left side, there are filters for 'Categories' and 'Brands', a 'Sort By' dropdown set to 'Popularity', and a 'Price ex. Vat' slider. A 'Show only Sustainable Items' toggle is also present. The page is annotated with numbered callouts 1 through 7 corresponding to the explanatory text on the left.

# 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.

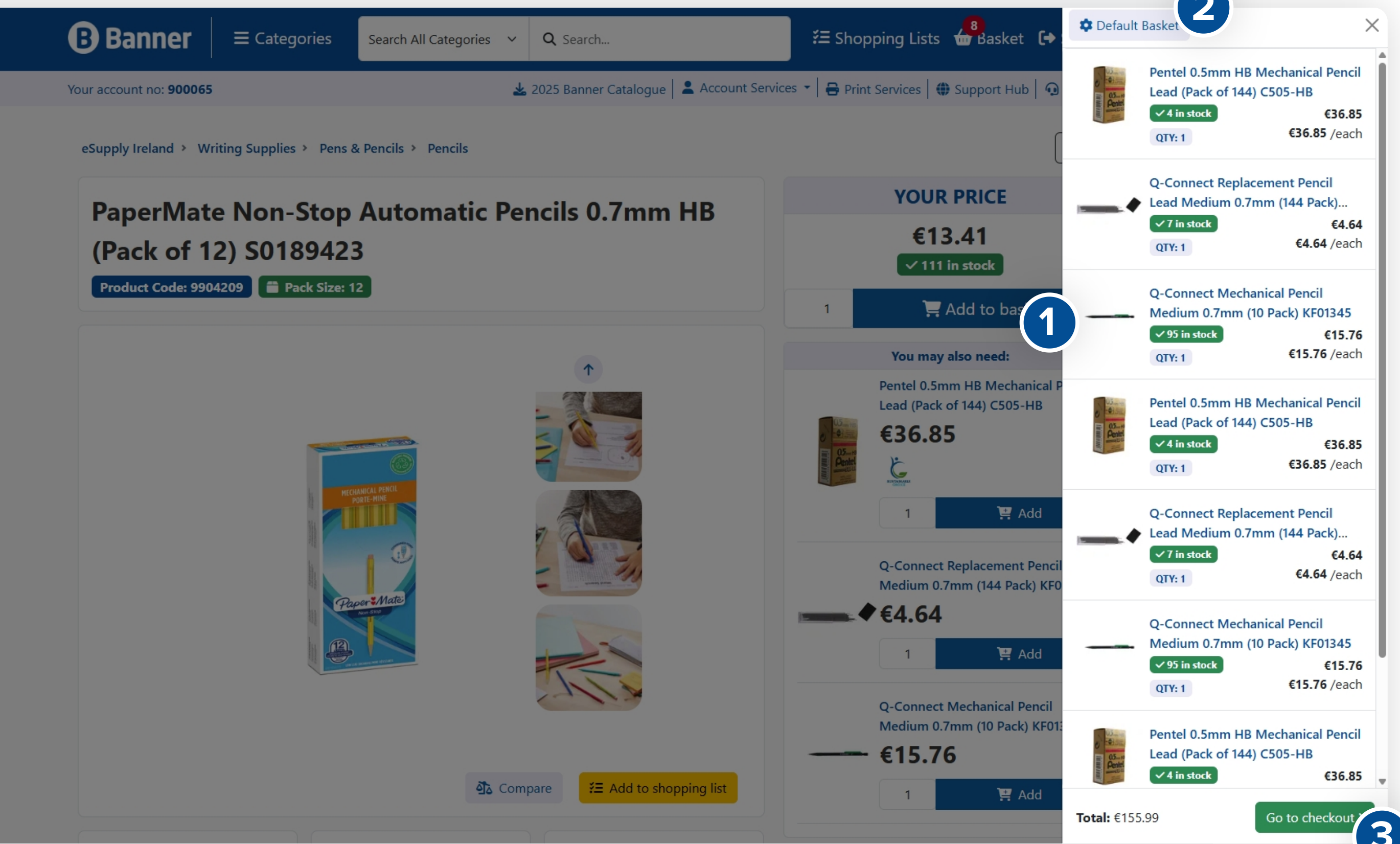


# Product Details

- 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 characteristics of the product.
- 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 displays the product details page for PaperMate Non-Stop Automatic Pencils. The page layout includes a top navigation bar with the Banner logo, a search bar, and links for Shopping Lists, Basket, and Sign out. Below the navigation bar, the user's account number (900065) and various service links (2025 Banner Catalogue, Account Services, Print Services, Support Hub, Contact Us) are visible. The breadcrumb trail indicates the product is located under eSupply Ireland > Writing Supplies > Pens & Pencils > Pencils. The product title is "PaperMate Non-Stop Automatic Pencils 0.7mm HB (Pack of 12) S0189423", with a product code of 9904209 and a pack size of 12. The price is €13.41, and the stock status is "111 in stock". A "Back" button is located in the top right corner. The main product image is surrounded by smaller thumbnail images. Below the main image, there are buttons for "Compare" and "Add to shopping list". The product specifications are listed in three boxes: EAN: 8008285107010, Weight: 0.0751kg, and Size: H-157.000 mm W-23.000 mm D-229.000 mm. The "Product Description" tab is active, showing a detailed description of the pencils and a list of features. The "You may also need" section displays three related products: Pentel 0.5mm HB Mechanical Pencil Lead (Pack of 144) C505-HB for €36.85, Q-Connect Replacement Pencil Lead Medium 0.7mm (144 Pack) KF01548 for €4.64, and Q-Connect Mechanical Pencil Medium 0.7mm (10 Pack) KF01345 for €15.76. Each product in the "You may also need" section has a quantity selector and an "Add" 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 Basket' page on the Banner website. The page features a list of items in the shopping basket, each with a delete icon (2), product name (3), quantity controls (6), and price (1). A sidebar on the right contains basket actions like 'Swap Basket', 'Quick Add', 'Stock Check', 'Optimise Basket', and 'Clear Basket' (4), along with a subtotal of €155.99 and a 'Begin Checkout' button (7). The top navigation bar includes the Banner logo, account information, search bar, and links to shopping lists and sign out.

Item	Quantity	Price
Pentel 0.5mm HB Mechanical Pencil Lead (Pack of 144) C505-HB	1	€36.85
Q-Connect Replacement Pencil Lead Medium 0.7mm (144 Pack) KF01548	1	€4.64
Q-Connect Mechanical Pencil Medium 0.7mm (10 Pack) KF01345	1	€15.76
Pentel 0.5mm HB Mechanical Pencil Lead (Pack of 144) C505-HB	1	€36.85
Q-Connect Replacement Pencil Lead Medium 0.7mm (144 Pack) KF01548	1	€4.64
Q-Connect Mechanical Pencil Medium 0.7mm (10 Pack) KF01345	1	€15.76

# 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 interface. 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 8 items), and Sign out. Below this is a secondary bar with account information (900065) and links to the 2025 Banner Catalogue, Account Services, Print Services, Support Hub, and Contact Us.

The main heading is "Order tracking" with a subtext: "Your live order tracking results are listed below. For further comprehensive details click on the order." Below this, there are three filter sections on the left:
 

- Filter by Date range:** Includes a search box for orders by date range (01/03/2025 - 18/03/2025).
- Filter by Reference:** Includes search boxes for "Your Order Reference" and "Our Order Number".
- Filter by Status:** A list of checkboxes for various order statuses: All Orders, Awaiting Approval, Scheduled, Awaiting Approval, Processing, Placed, Scheduled, Placed, Exceeds Credit Limit, Rejected, Dispatched, Processed, and Error.

On the right, there's a "Sort by" dropdown set to "Newest" and a "Showing: Last 7 Orders" indicator. The main content is a list of orders, each with a "Processing" status icon, order number, date, account number, your reference, and order total. A callout '1' points to the filter sections, '2' to the order status icon, '3' to the sort dropdown, and '4' to the order total link.

Order Status	Order #	Date	Account number	Your Reference	Order Total
Processing	Order #271950991	20/02/25 at 1:18 PM	900065	15232312	€427.05
Processing	Order #264908342	10/12/24 at 10:48 AM	900065	-	€427.05
Processing	Order #264587885	05/12/24 at 1:36 PM	900065	tests	€597.33
Processing	Order #264520245	05/12/24 at 10:39 AM	900065	23547575	€697.56
Processing	Order #264519577	05/12/24 at 10:35 AM	900065	2352633	€697.56
Processing	Order #264509919	05/12/24 at 9:54 AM	900065	16734745	€697.56
Processing	Order #264509905	05/12/24 at 9:50 AM	900065	1231242424	€697.56

# 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.

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

Your account no: 900065 | 2025 Banner Catalogue | Account Services | Print Services | Support Hub | Contact Us

### Order status 1

- Awaiting Approval ✓
- Placed ✓
- Processing ✓
- Processed ⌚
- Dispatched ⌚

### Order #271950991 2

20/02/2025 at 1:18 PM

← 🖨️ 📄 3

#### Company Name

STS Internal Stationery

#### Account Number

900065

#### Customer Name

Linda Ellis

#### Delivery Address 4

Stationery .nt  
Units 3 & 4 - 506 Grants Drive  
Greenogue Business Park  
D24

	Clairefontaine Europa Notemakers Notebook A4 Black (10 Pack) 4862 QTY: 1 <span>624-3657</span>	€74.23 €74.23 each
	Black n' Red A-Z Casebound Hardback Notebook A4 (Pack of 5) 100080432 QTY: 1 <span>3372293</span>	€134.75 €134.75 each
	Black n' Red Wirebound Ruled Hardback Notebook A4 (Pack of 5) 100103711 QTY: 1 <span>9811231</span>	€138.22 €138.22 each

Subtotal	€347.20
Shipping	€0.00
Tax	€79.85
<b>Grand Total <span>6</span></b>	<b>€427.05</b>

**B Banner** | Account Manager 7  
David Sheard / david.sheard@evo-group.co.uk / 0843 538 3310

Banner | Help & Support

# 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'. There are three notice boxes: a 'Site Notice' (unread), a 'Marketing Notice' (unread), and a 'Customer Notice' (unread). At the bottom, a red banner displays 'Orders awaiting approval: 6' with a 'View orders' button.

Click here for Infection Prevention

Add BANGATU22

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 4 5 6

<b>Order #8805837</b> Last Wednesday at 3:57 PM Placed by Benwtest1 Walker	<b>Order Total</b> €208.82
<b>Order #8805823</b> Last Wednesday at 3:55 PM Placed by Benwtest1 Walker	<b>Order Total</b> €208.82
<b>Order #8805814</b> Last Wednesday at 3:54 PM Placed by Benwtest1 Walker	<b>Order Total</b> €208.82
<b>Order #8805806</b> Last Wednesday at 3:53 PM Placed by Benwtest1 Walker	<b>Order Total</b> €208.82
<b>Order #8805770</b> Last Wednesday at 2:09 PM Placed by Benwtest1 Walker	<b>Order Total</b> €208.82

Previous 1 2 3 4 5 Next

### Order #8805837

Last Wednesday at 3:57 PM





Full Edit Quick Edit Action

**Company Name**  
Supplies Team

**Placed by**  
Warren

**Referred**  
ApprovalTestingAboveOrderValue → Ben's Test Auth Group

**Delivery Address**  
66-70 Vicar Lane,  
Bradford,  
BD1 5AG

	COLOP Printer 40/2 DIY Text Stamp DIYP402 641-6486	QTY: 1	<b>€43.00</b> €43.00 each
	COLOP Printer 40/2 DIY Text Stamp DIYP402 641-6486	QTY: 1	<b>€43.00</b> €43.00 each
	COLOP Printer 40/2 DIY Text Stamp DIYP402 641-6486	QTY: 1	<b>€43.00</b> €43.00 each
	Bic Atlantis Premium Ballpoint Pen Medium Black (Pack of 12) 902133 957-3968	QTY: 2	<b>€45.02</b> €22.51 each

**Subtotal**  
€174.02

**Total cost**  
€208.82 (inc. VAT)

**Referral Trail**

Date	Status	From	To
------	--------	------	----

# 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.

**B Banner** | Categories | Search All Categories | Search... | Shopping Lists | Basket (13) | Sign out

Your account no: 292748 | 2025 Banner Catalogue | Account Services | Print Services | Support Hub | Contact Us

## 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 4 5 Next

Order #	Order Total
<b>Order #8805837</b> Last Wednesday at 3:57 PM Placed by Benwtest1 Walker	€208.82
<b>Order #8805823</b> Last Wednesday at 3:55 PM Placed by Benwtest1 Walker	€208.82
<b>Order #8805814</b> Last Wednesday at 3:54 PM Placed by Benwtest1 Walker	€208.82
<b>Order #8805806</b> Last Wednesday at 3:53 PM Placed by Benwtest1 Walker	€208.82
<b>Order #8805770</b> Last Wednesday at 2:09 PM Placed by Benwtest1 Walker	€208.82

Previous 1 2 3 4 5 Next









### Order #8805837

Last Wednesday at 3:57 PM

Full Edit | Quick Edit | Action

**Company Name**  
Supplies Team  
**Placed by**  
Warren  
**Referred**  
ApprovalTestingAboveOrderValue → Ben's Test Auth Group

**Delivery Address**  
66-70 Vicar Lane,  
Bradford,  
BD1 5AG

		COLOP Printer 40/2 DIY Text Stamp DIYP402 641-6486	- 1 +	<b>£43.00</b> £43.00 each
		COLOP Printer 40/2 DIY Text Stamp DIYP402 641-6486	- 1 +	<b>£43.00</b> £43.00 each
		COLOP Printer 40/2 DIY Text Stamp DIYP402 641-6486	- 1 +	<b>£43.00</b> £43.00 each
		Bic Atlantis Premium Ballpoint Pen Medium Black (Pack of 12) 902133 957-3968	- 2 +	<b>£45.02</b> £22.51 each

Cancel | Save Changes

# 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... | Shopping Lists | Basket 8 | Sign out

Your account no: 900065 | 2025 Banner Catalogue | Account Services | Print Services | Support Hub | Contact Us

## Favourites

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

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

- All Categories
- Catering, Hygiene & Safety
- Paper & Labels
- Writing Supplies

Products per page: 25

**Catering, Hygiene & Safety**

Cadbury Instant Hot Chocolate 2kg Tub 2kg 612581  
Product Code: 9082388  
€93.22  
Call for availability

- EAN: 5034660022237
- Weight: 2.168kg
- Size: H-190.000 mm W-154.000 mm D-154.000 mm

**Paper & Labels**

Copier Paper A4 White Ream Wrapped (Pack of 2500)  
WX01087  
Product Code: 9150014  
€55.74  
6315 in stock

- EAN: 3613630000424

**Writing Supplies**

Pilot Bottle 2 Pen Gel Ink Rollerball Pen Fine Blue (10 Pack) 054101003  
Product Code: 491-6623  
€39.94  
56 in stock

- EAN: 4007817410899
- Weight: 0.0801kg
- Size: H-140.000 mm W-60.000 mm D-330.000 mm

# 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... | Shopping Lists | Basket (8) | Sign out

Your account no: 900065 | 2025 Banner Catalogue | Account Services | Print Services | Support Hub | Contact Us

## Frequent Buys

 | List | Grid

Pukka Pad Polypropylene Ruled Project Book A4 (Pack of 3) SBPROBA4

Product Code: 267-7677

- EAN: 5032608007131
- Weight: 2.6301kg
- Size: H-300.000 mm W-240.000 mm D-300.000 mm



€55.54

✓ 40 in stock

1

Add to basket



Copier Paper A4 White Ream Wrapped (Pack of 2500) WX01087

Product Code: 9150014

- EAN: 3613630000424



€55.74

✓ 6315 in stock

1

Add to basket



Pentel EnerGel Xm Rollerball Pen Medium Black (Pack of 12) BL57-A

Product Code: 5458058

- EAN: 072512197592
- Weight: 0.18kg
- Size: H-145.000 mm W-85.000 mm D-18.000 mm



€61.21

✓ 8 in stock

1

Add to basket

Q-Connect Replacement Pencil Lead Medium 0.7mm (144 Pack) KF01548

Product Code: 645-7971

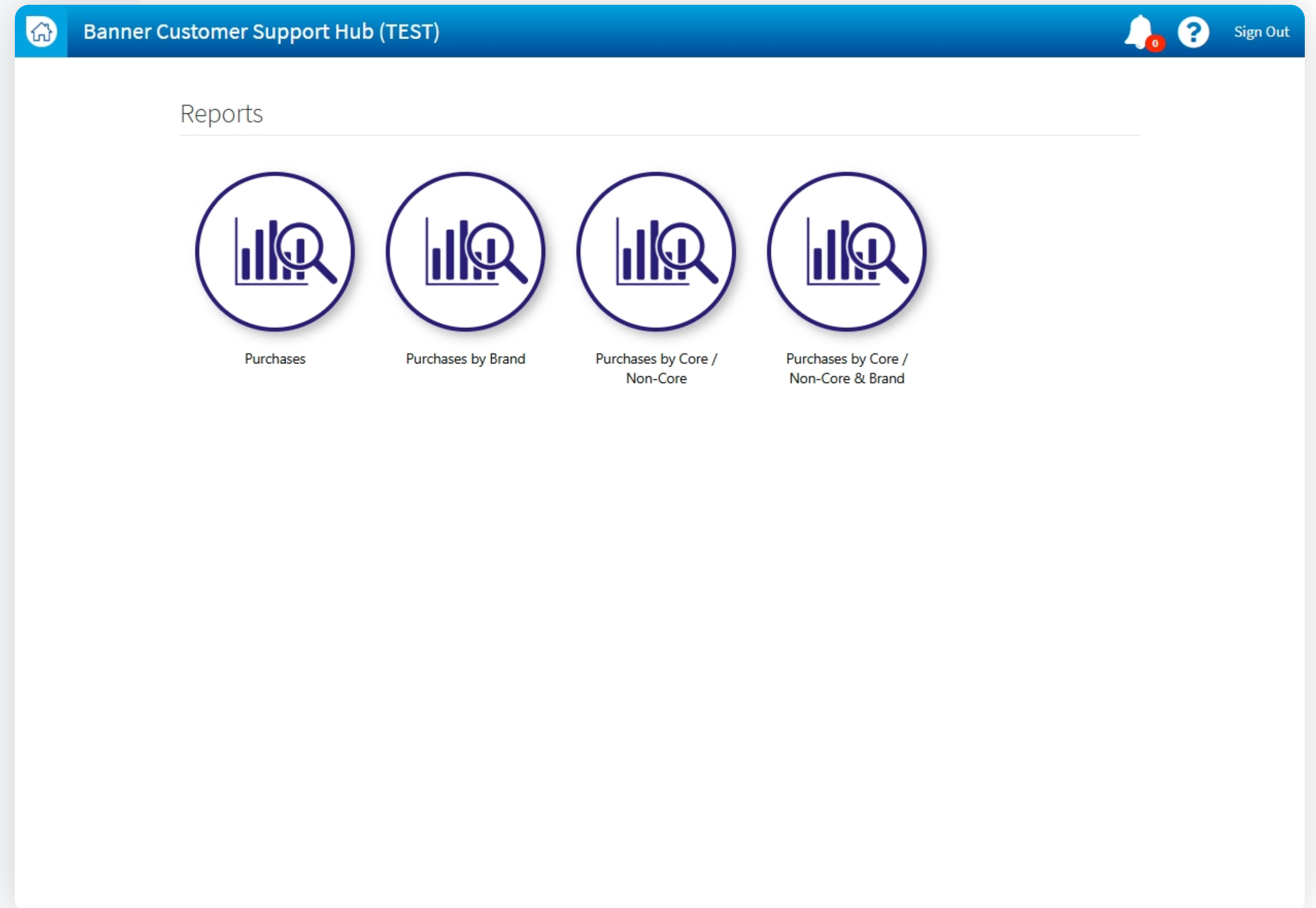
- EAN: 5706002015480

€4.64

✓ 7 in stock

# Reporting

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

**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 shows the Banner account services interface. At the top, there's a navigation bar with the Banner logo, a menu icon, and a search bar. Below that, the account number '292748' is displayed. The main content area is titled 'Optimise basket' and contains a 'Delivery Information' section. This section has a form for entering delivery details, including a dropdown for address selection, fields for full name, company name, address lines, city, county, country, post code, and cost centre. A 'Make this a scheduled order?' toggle is highlighted with a red circle '1'. Below this, there are fields for 'Assign to User' (set to Benjamin Little), 'Schedule Name', 'Frequency' (set to Every 1 Days), and 'Start Date' (set to 18/03/2025). A 'Continue to Verification' button is highlighted with a red circle '4'. To the right, the 'Your Basket' section shows a list of items: 'Stabilo Pen 68 Premium Felt Tip Pen Colorpara...' for €34.65 each, 'Stabilo Point 88 Fineliner Pen Black (Pa...' for €15.96 each, and another 'Stabilo Point 88 Fineliner Pen Black (Pa...' for €3.99 each. The basket summary shows a 'Products Total' of €58.59, 'Shipping' is free, and a 'Grand total' of €58.59.

# 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... | Shopping Lists | Basket | Sign out

Your account no: 633413 | 2025 Banner Catalogue | Account Services | Print Services | Support Hub | Contact Us

## Scheduled orders

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

Previous 1 2 3 4 ... 15 Next

**1** testschedBenW Active  
Every 1 Days  
Created: 20/02/2025  
Next Run: 20/02/2025

**2** testschedBenW  
Date Range: 20/02/2025 - 31/12/2099  
Quick Edit | Pause | Delete

MonthlyPaper[DATE] Active  
Every 1 Weeks  
Created: 19/06/2024  
Next Run: 29/01/2025

MonthlyPaper[DATE] Active  
Every 1 Weeks  
Created: 19/06/2024  
Next Run: 29/01/2025

MonthlyPaper[DATE] Active  
Every 1 Weeks  
Created: 19/06/2024  
Next Run: 29/01/2025

ysjetk Finished  
Every 1 Weeks  
Created: 15/06/2022  
Next Run: Finished

Previous 1 2 3 4 ... 15 Next

**4** Last 5 Orders

Next 5 Orders

Next Date is in the past - Schedule will not run.

**3** Frequency: Once every 1 Day  
Account No.: 292748  
Delivery Sequence: 001  
Order Reference: 515123123

Delivery Address: Warren Supplies Team, 66-70 Vicar Lane, Bradford, BD1 5AG

Cost Centre: Account Level - Line - Budget 4  
Sub Cost Centre

**3** **€19.02**  
6820-03  
352-2944 ✓ 14 in stock  
€19.02 each  
QTY: 1

**€23.28**  
9399298 ✓ 7 in stock  
€5.82 each  
QTY: 4

**€5.82**  
9399298 ✗ Out of Stock  
€5.82 each  
QTY: 1

# 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.

The screenshot displays the 'Optimise Basket' feature on the Banner website. At the top, the navigation bar includes the Banner logo, a search bar, and links for Shopping Lists, Basket (with 8 items), and Sign out. Below the navigation, the user's account number (900065) and various service links are visible.

The main content area is titled '1 Optimise basket' and includes a message: 'We have not yet optimised your basket, if you want to optimise your basket, please select the product on the right to proceed.' A 'Learn more about optimise' link is provided, marked with a '3' in a blue circle.

Three comparison cards are shown, each with a red warning banner: 'You are optimising to a non-sustainable product.' Each card compares an unoptimized product (left) with an optimized product (right). The optimized products are highlighted with green lines and a 'SAVE €32.21' badge. A '1' in a blue circle is placed over the first comparison card.

The 'Your Basket' section on the right shows a list of items with their prices and a 'Grand total' of €59.36. A '4' in a blue circle is placed over the 'Continue to delivery' button at the bottom right of the main content area.

At the bottom of the page, there is a footer with the Banner logo, contact information for the Account Manager (David Sheard), and links for Help & Support and About Us.

# 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 1800 905 907 or email them on [bannerecommerceirl@bannerireland.com](mailto:bannerecommerceirl@bannerireland.com)

