

How to place an order using the Banner portal

All items required need to be added as a requisition via PSF, you will not be able to place an order through this portal.

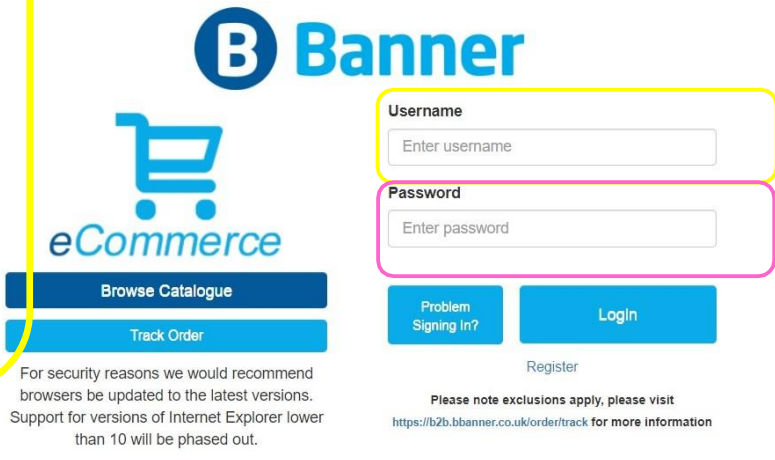
The portal is where you can search the product range and obtain the product code.

Navigate to <https://b2b.bbanner.co.uk/> or click on the Banner link on the Mercian Portal. Enter the details as below: (username depending on which school you are ordering for) and click login.

- Username**
- MTRaldridge
 - MTRqmh5
 - MTRqmg5
 - MTRshireoak
 - MTRLadder
 - MTRwalsall
 - banner@q3academy.org.uk
 - banner@q3tipton.org.uk
 - banner@q3langley.org.uk
 - banner@newleaf.walsall.sch.uk

Password

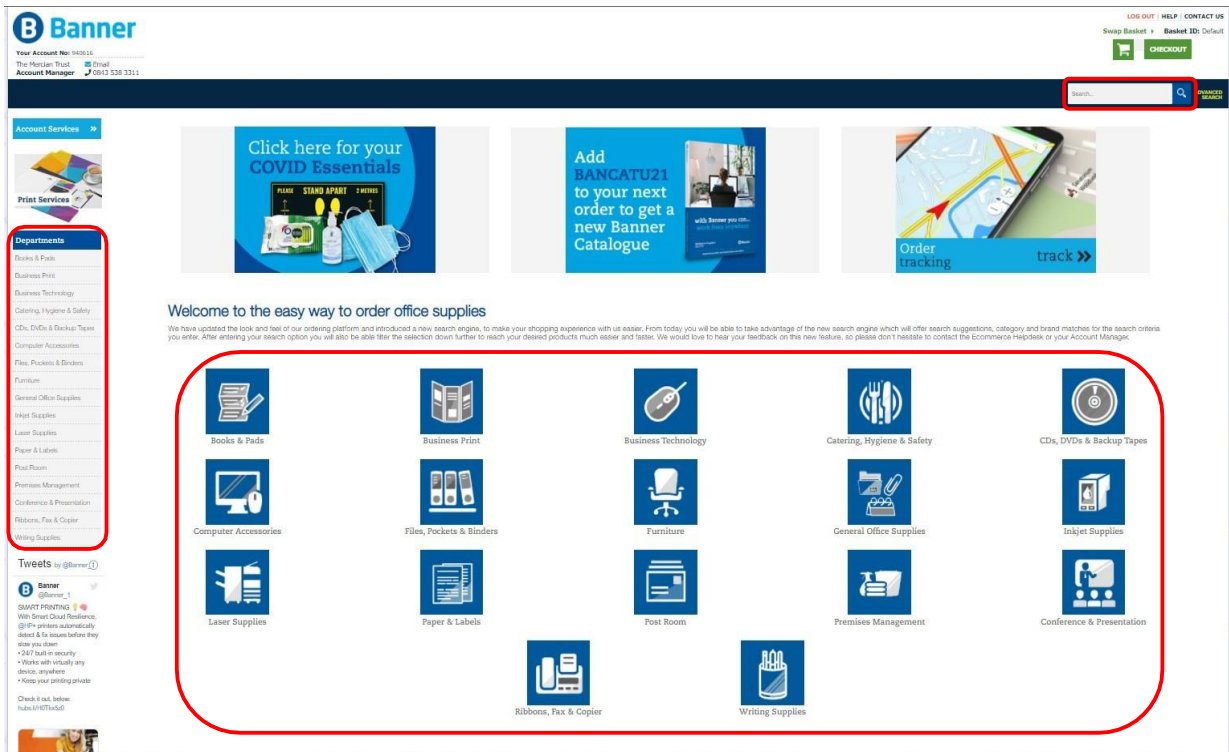
mercian21



The image shows the Banner eCommerce login interface. It features the Banner logo at the top, a shopping cart icon, and the text 'eCommerce'. Below this are two buttons: 'Browse Catalogue' and 'Track Order'. To the right, there is a login form with fields for 'Username' (containing 'Enter username') and 'Password' (containing 'Enter password'). Below the form are buttons for 'Problem Signing In?' and 'Login', and a 'Register' link. A note at the bottom states: 'Please note exclusions apply, please visit https://b2b.bbanner.co.uk/order/track for more information'.

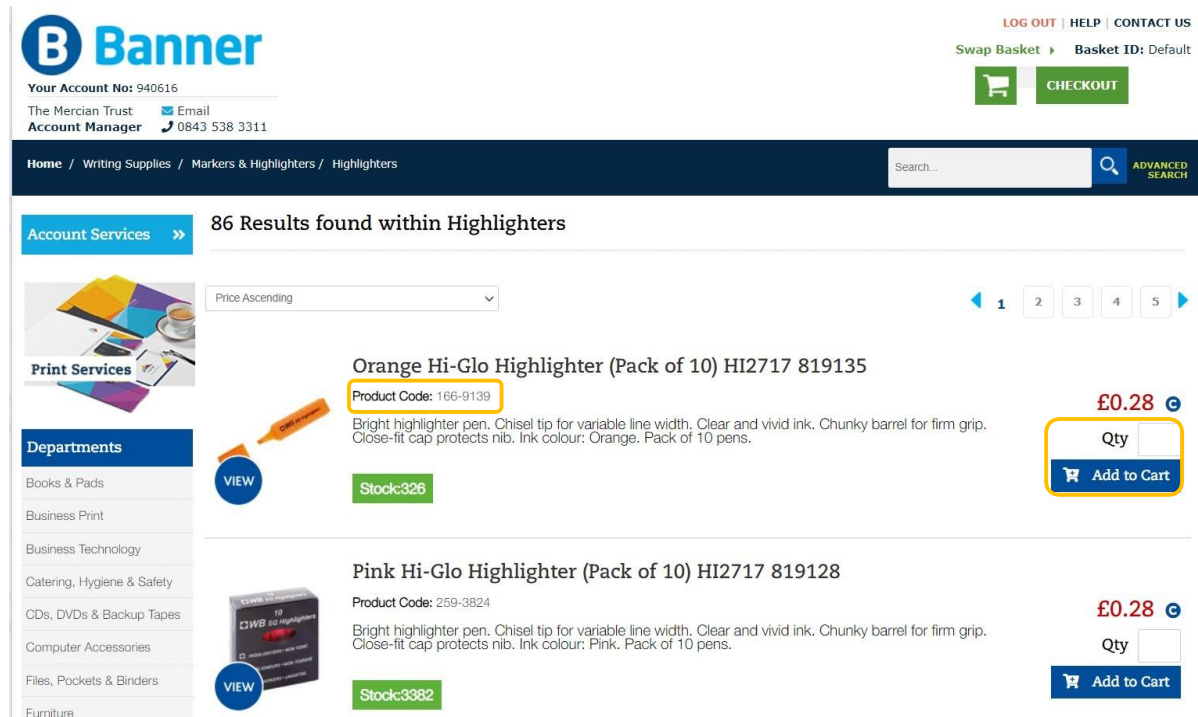
For security reasons we would recommend browsers be updated to the latest versions. Support for versions of Internet Explorer lower than 10 will be phased out.

Please be aware due to changes in the requirements of PCI compliance and for website security our site will no longer support internet security protocol TLSv1.0 which is in use on versions below 10 on the Internet Explorer browser from 30th April 2018. We would recommend you check your setting with your IT department to ensure this change will not prevent you from using our site.



The image is a screenshot of the Banner website homepage. At the top, it shows the Banner logo, account information (Your Account No: 149324, The Mercian Trust, Account Manager), and navigation links (LOG OUT, HELP, CONTACT US, Swap Basket, Basket ID: Default, CHECKOUT). Below the header is a search bar and a 'PROMOTE' button. The main content area features several promotional banners, including 'Click here for your COVID Essentials', 'Add BANCATU21 to your next order to get a new Banner Catalogue', and 'Order tracking'. A central message reads: 'Welcome to the easy way to order office supplies'. Below this is a grid of product categories, each with an icon and a label: Books & Pads, Business Print, Business Technology, Catering, Hygiene & Safety, CDs, DVDs & Backup Tapes, Computer Accessories, Files, Pockets & Binders, Furniture, General Office Supplies, Inkjet Supplies, Laser Supplies, Paper & Labels, Post Room, Premises Management, Ribbons, Fax & Copier, and Writing Supplies. A red box highlights the 'Departments' sidebar on the left, which lists various product categories. Another red box highlights the search bar at the top right.

Search for items by typing into the search field in the top right or by clicking on the department icons on the homes screen or names in the list on the left handside.



B Banner
 Your Account No: 940616
 The Mercian Trust | Email | Account Manager | 0843 538 3311

LOG OUT | HELP | CONTACT US
 Swap Basket | Basket ID: Default
 CHECKOUT

Home / Writing Supplies / Markers & Highlighters / Highlighters

86 Results found within Highlighters

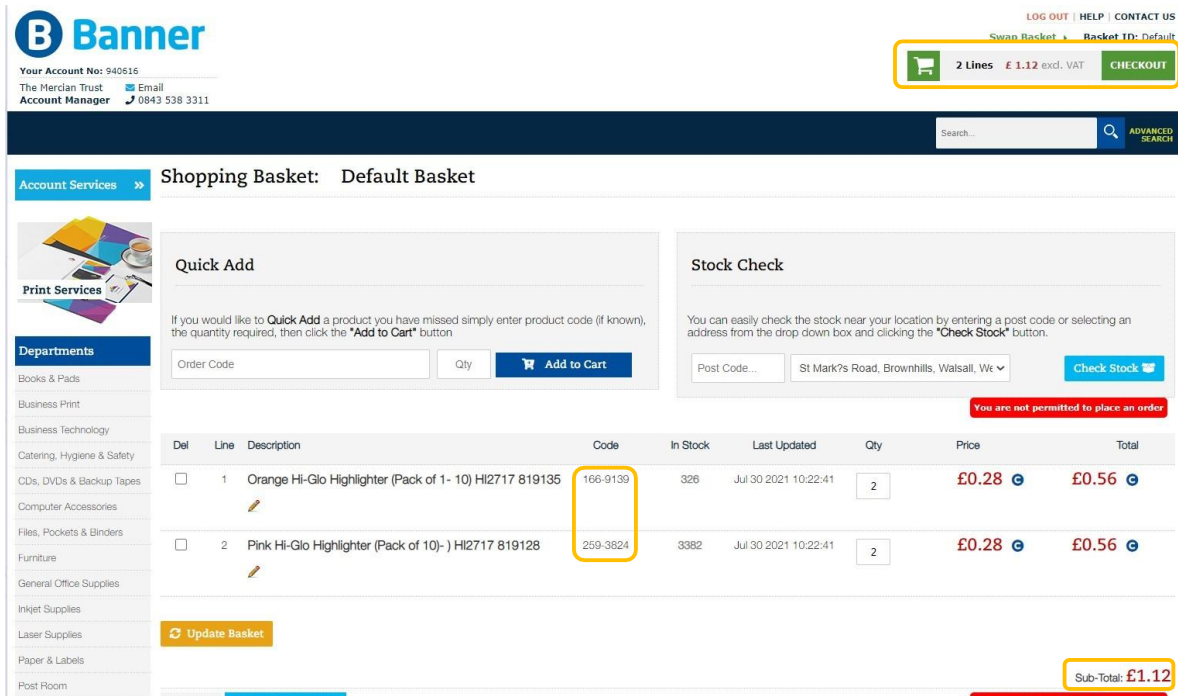
Price Ascending

Orange Hi-Glo Highlighter (Pack of 10) HI2717 819135
 Product Code: 166-9139
 Bright highlighter pen. Chisel tip for variable line width. Clear and vivid ink. Chunky barrel for firm grip. Close-fit cap protects nib. Ink colour: Orange. Pack of 10 pens.
 £0.28
 Add to Cart

Pink Hi-Glo Highlighter (Pack of 10) HI2717 819128
 Product Code: 259-3824
 Bright highlighter pen. Chisel tip for variable line width. Clear and vivid ink. Chunky barrel for firm grip. Close-fit cap protects nib. Ink colour: Pink. Pack of 10 pens.
 £0.28
 Add to Cart

Print Services
 Departments: Books & Pads, Business Print, Business Technology, Catering, Hygiene & Safety, CDs, DVDs & Backup Tapes, Computer Accessories, Files, Pockets & Binders, Furniture

You can search for each item and add them one by one to PSF or you can add all your items to your cart and then add them to PSF in one go. Please note if others are also logged in to the account and are adding items to the cart, you will be able to see other items that have been added. Please remember to empty the basket when you are done.



B Banner
 Your Account No: 940616
 The Mercian Trust | Email | Account Manager | 0843 538 3311

LOG OUT | HELP | CONTACT US
 Swap Basket | Basket ID: Default
 2 Lines £ 1.12 exd. VAT | CHECKOUT

Shopping Basket: Default Basket

Quick Add
 If you would like to Quick Add a product you have missed simply enter product code (if known), the quantity required, then click the "Add to Cart" button

Stock Check
 You can easily check the stock near your location by entering a post code or selecting an address from the drop down box and clicking the "Check Stock" button.

Del	Line	Description	Code	In Stock	Last Updated	Qty	Price	Total
<input type="checkbox"/>	1	Orange Hi-Glo Highlighter (Pack of 1- 10) HI2717 819135	166-9139	326	Jul 30 2021 10:22:41	2	£0.28	£0.56
<input type="checkbox"/>	2	Pink Hi-Glo Highlighter (Pack of 10)-) HI2717 819128	259-3824	3382	Jul 30 2021 10:22:41	2	£0.28	£0.56

Update Basket

Sub-Total: £1.12

You are not permitted to place an order

To add the items to the cart, type an amount in the 'Qty' field and then click 'Add To Cart'. A pop-up message will show informing you the item has been added. Once finished, click on 'Checkout' to view the basket. You will be able to view the total cost and then take the product codes from this page and input to PSF. If adding directly to PSF without adding to the cart first, you will just need the product code next to each item.

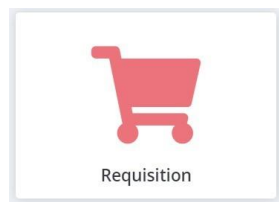
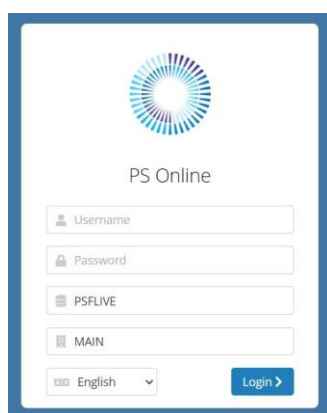
Placing an Order

As stated earlier, you will not be able to place an order through the Banner portal; you will be required to add a requisition to PSF.

Log in to PSF via the Finance Portal.


Once logged in click on requisition to start creating your requisition.


Type 'Banner' in the supplier window and click on 'Banner Group Ltd' to select them as the supplier.



Select the relevant delivery address in the top right and state who the delivery should be sent to in the 'FAO' field.

SUPPLIER: BAN001PRFMER
BANNER GROUP LTD
BANNER
K HOUSE
SHEFFIELD BUSINESS PARK
EUROPA LINK
SHEFFIELD
SOUTH YORKSHIRE
S9 1XU

 Requisition



DELIVERY: MER
THE MERCIAN TRUST
6 TYNINGS LANE
ALDRIDGE
WS9 0BJ

FAO: Please enter document comments... **Document Date:** 30 Jul 2021

Description: **Required Date:** -

Account: **Period:** 2020/21.11

Reference: Not set
Discount: 0.00 %

PRODUCT CODE	DESCRIPTION	QTY	PRICE	VAT CODE	NET	VAT	GROSS	NOMINAL	COST CENTRE
166-9139	NP HIGLO HIGHLIGHTER OF	1.00	0.28	S20	0.28	0.06	0.34		

PRODUCT CODE **DESCRIPTION**

166-9139
NP HIGLO HIGHLIGHTER ORANGE (1)

Net: 0.00
VAT: 0.00
Gross: 0.00

In the 'Product Code' field type in the product code from the Banner portal. It should be typed in exactly how it appears on the Banner site. Click on the item as it shows up under the 'product code' field as you type in the code. This will then complete the 'Description' field and the 'Price' field automatically.

Change the quantity to what is required and then complete the 'Nominal' and 'Cost Centre' fields. The nominal could be stationery, equipment etc. and the cost centre is which budget is paying for the items.

Common codes for Banner orders

4005	Books
4010	Classroom Equipment (not IT)
4011	Curriculum General
4020	Classroom Stationary
5130	Stationary - Admin

You can type in both nominal or account fields to find out the relevant codes. For example if you start typing stationery in the nominal field it will bring up the code 4020, prefixed by you school code - ALD, SOA, etc. If you start typing English in the cost centre field, it will bring up the code CUR121. You can also click on the magnifying glass on any field to view the complete list of codes.

Click the tick to confirm the line, a new line will be created if you need to add further items. If not, or when you are finished, click on 'Post Requisition'. Your requisition will automatically be sent to the Budget Holder for authorisation.

Once your requisition has been authorised, you will receive an email confirmation of this. You will receive a second email when your requisition has been processed as a Purchase Order by Finance. The **Purchase Order number** is what you will need when tracking your order and is different to your requisition number. At this point, the order will be sent to Banner and processed for delivery next working day, depending on what time of day the order is received and if the items are in stock.

Order Tracking



Track Order

Customer Order Reference

Delivery Postcode

Submit

If you need to check the status of your order, log in to the Banner portal and click on the 'Order Tracking' link.

Enter your **purchase order number** and the delivery postcode and click submit.

You will then be able to see the status of your order. 'In Progress' means the order has been received and is being processed. 'Completed' means that the order has been delivered or is due to be delivered. By clicking on the 'Detail' link, you can see further details of the order, i.e. what has been ordered, when it was despatched (if it has) and you can click on the tracking link to see further delivery details such as who signed for it. If you can't find your order, please contact Finance.



Confirming Receipt of Items

All deliveries to school should be marked as Goods Received within PSFinancials by the schools. Please check that this has been done as it will highlight any issues with the delivery and will allow us to pay the invoice in a timely manner.

For any issues regarding your orders – returns, queries, non-delivery etc. please contact finance via email, merfinance@merciantrust.org.uk, or give us a call on 01922 211389 or internal extension 1111.

A new product catalogue will be uploaded to PSF every 3 months. This will ensure all prices are up-to-date. If there are any products that you can't find on the Banner portal, let us know via phone or email, and we can request these products are added to our catalogue when it is updated.

All items required should be added to PSF as a requisition. If any assistance is required on how to use PSF, Banner or you just have general queries about the ordering process please contact finance via email, merfinance@merciantrust.org.uk or phone on 01922 211389 or internal extension 1111.