

Buying Household Goods:

Notes for Requisitioners

Issued by Strategic Procurement on 09 September 2011

Supplier: Argos Business Solutions

PO Box 904, Milton Keynes MK9 2QB
Tel 0870 606 6096
Fax 01908 600 77
Website: click [here](#)

Contacts:

Ms. Jay Mistry, team leader, Corporate Link admin,
Corporatelink.admin@argos.co.uk
Richard Knapman, account manager, 07734 743648,
Richard.Knapman@homeretailgroup.com

Agresso vendor no. 10325

The Contract

Ealing's corporate contract with Argos Business Solutions can be used to buy all products in their catalogue which include goods from the following categories:

- For the home: Kitchen & Laundry, Home & Furniture, Garden & DIY, Sports & Leisure, Health & Personal Care
- For children: Video Games, Toys & Games, Nursery

The following goods must **not** be bought from Argos:

- Office equipment, PCs and phones – contact Service Ealing
- Printer cartridges and computer consumables – use the Office Depot contract
- Stationery – use the Office Depot contract
- Cleaning and janitorial supplies – use the Greenham contract

Setting up an account

To buy from Argos and benefit from the discount, Ealing users must first set up a business account, called Corporate Link. Argos aims to open new accounts within two working days. Follow this procedure to set up an account:

- Download the application form. Click [here](http://www.argos-corporate-link.net/login.php) (<http://www.argos-corporate-link.net/login.php>) then click the download icon. Don't register online – please use the application form only.
- You don't need to complete the Direct Debit mandate which is part of the form.
- The completed application must be approved by your manager.
- Scan the approved application and email it to: corporatelink.admin@argos.co.uk with a copy to ratnayakeb@ealing.gov.uk
- The Argos Corporate Link admin team will send you a Corporate Link card and your account number.
- For queries about your card please phone or email Jay Mistry's team (see contact details above).

Prices

The Argos website and catalogue are designed for private shoppers, not business customers, so they use gross (VAT-inclusive) prices. Ealing purchase orders must state the net price, i.e. the gross price minus VAT (currently 20%). Please follow this procedure:

- Using the Argos website or catalogue, find the unit price for the product you want to buy.
- Subtract the VAT (20%) from this price (divide it by 1.2).
- Input the net price into Agresso.
- Input the delivery charge (net price £5.06) into Agresso if you want the goods to be shipped to you.

Worked example:

- Gross price for a slow cooker (catalogue no. 422/7810) is £29.24
- Less VAT: $£29.24 \div 1.2 = £24.36$

Ordering

Follow this procedure to place an order:

- Always use vendor no. 10325.
- Input the catalogue no. and net price for each item, and the delivery charge if applicable.
- Using the External Text field, input the following:
 - Your account number **and** your Corporate Link card number
 - This wording: OGCbuying.solutions Framework No: A327237
- Your purchase order can be emailed to corporate.link@argos.co.uk, posted, or presented at an Argos store.

You can use the Argos website to check stock availability and special offers. It also highlights the products (usually appliances) which Argos can 'connect' (e.g. plumb in) or 'collect' (disposal of old appliances).

Deliveries

There is a £5.06 (net) delivery charge per order if you want the goods to be shipped to you.

Alternatively, you can collect goods in person from an Argos the local store on presentation of a purchase order. If you want to collect, goods can be reserved via the Argos website to ensure their availability.

There are Argos stores in the Ealing Broadway Centre (Unit 71), and in Wembley, Harlesden, Hammersmith and Hounslow.

Payment

Please remember to promptly GRN (goods receipt) all goods which are delivered or collected, to allow the efficient payment of Argos invoices. Failure to do so may cause inconvenience to all other Ealing users of the contract , because Argos usually block the whole Ealing Council account if there is unpaid debt.

Returns

Any returns must be arranged through the Argos Corporate Link team. Phone 0845 603 5287 and pick Option 3.

- You will be asked for your name, title, postcode and phone number.
- A returns form will be sent in the post quoting the Argos 'JDE' number.
- There is a lead-time of 7 working days for collection of returns.
- Any orders collected from a local store must also be returned via that store.

Support

This contract is managed by Barbara Ratnayake of Strategic Procurement, 020 8825 6873, ratnayakeb@ealing.gov.uk.

Complaints should be taken up directly with Richard Knapman on email.