

OfficeMax *Internet Ordering User Guide*

www.officemaxsolutions.com

- For next day delivery, be sure to place all orders prior to 4:00 pm
- For product question or special orders, call Karen Jeffers at Central Stores, ext. 3481.
- For Internet Technical Assistance, call (800) 817-8132, option 2, or use the “Live Online Assistance” link to contact OfficeMax via email.

Step 1: Log in with your User Name and Password (both are case sensitive).

Note: If not used in three months, your account will need to be reactivated by Karen Jeffers at Central Stores, ext. 3481.

Your screen should read “Manage Orders”

Welcome and Message Board (please look for pertinent messages)

Step 2: Click on “Create a new order” on upper left side of this screen.

Your screen should now read “Create New Order”

Select appropriate cost center (LVPA number).

Note: Please do not enter information into the Release box; however, you may put someone’s name in the Routing Instructions box if you desire.

Step 3: Click on “Continue” button on the lower right hand of this screen.

Your screen should read “Order by Product Code” at the top and will be a fill-in box matrix for you to enter your order.

Step 4: Fill in the Product Code, Quantity, and UOM (unit of measure that corresponds to the catalog.)

Example:

Product Code:	f54312blu	<i>(don’t enter hyphens or other non-numeric, non-alpha numbers or letters)</i>
Qty:	1	
UOM:	pk	<i>(stands for pack)</i>

Step 5: Click on “Add to Cart” on the top right of screen after you have listed all the products you need to order. If your order was put in correctly, your screen will say “Shopping Cart” at the top.

Step 6: If your order is complete print off a copy of your order and then click on the “Checkout” button on the right side of the page. Or, you can add more items to your order by clicking “Continue Shopping”.

Step 7: Click on “Continue Checkout” at top right of page to actually submit your order to the Storehouse.

Note: If you see a green dot next to an item that you ordered, it means that OfficeMax has it in stock. If red, they are temporarily out.

Step 8: Your order will automatically be sent to Karen Jeffers, Account Administrator, who will review, approve and send your order to OfficeMax.

Step 9: If you are done, click “log out” at the top left side of page.