OfficeMax Green Purchasing Instructions

- Note: These instructions are to aid you in purchasing recycled content products from OfficeMax. You may still purchase any products listed in their catalog. You are NOT limited to only recycled content products.
- Go to <u>http://officemaxsolutions.com/html/index.shtml</u> to access the online OfficeMax ordering system.
- Login using your credential or if you have not set up an account click on the *request username or PIN* link. Once you complete this information login credentials will be emailed to you.
- Once logged in you should receive a welcome screen with the following menu on the left hand side. Select *Browse Catalog Only*.

Shopping	
Create New Office Product Order	
Saved Orders	
Repeat Orders	
Manage Shopping Lists	
Browse Catalog Only	
Your Orders	
Order History	
Track Your Order	
Request an Order Return	

- You will then see delivery location confirmation information. Click Continue.
- An *Advanced Search Screen* will appear. From this screen you can select the category of item you wish to purchase and that it be recycled content products (check the box).

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	Messages Shopping Lists Refill F	inder		
Search	Advanced Search	_/		
KeywordProduct # Go Advanced Search	Enter Keyword or Product Code:			
Catalog My Contract (0279930)	Category (Allo	AideOr		
Basic Office Supplies	Brand «All»	¥		
Binders & Filing		And Or		
Calendars & Organizers	Contract Remo	Descentional Bases		
Computer Accessories & Supples		Pronotional addition		
Custon Printing	Diverse Supplier	Small Business SB		
Electronics				
Food, Beverage, & Breakroom	Recycled Goods			
Furniture & Office Accessories		Clear Pass	oh.	
Health & Safety		Coor Sea	an)	
Janitorial & Maintenance Supplies				
Labeling, Mailing, & Packaging				
Office Machines & Equipment				
Paper & Paper Products				
Presentation & Audio/Visual				
Writing Sectorments & Supplier				
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• The search results will be listed on the left with the ability to narrow your search results. Click on one of the links on the left to view the items to purchase.

	🍈 OfficeMax [.]	Return to
	Messages Shopping Lists Refill Finder	
Search Keyword/Product # Go Advanced Search Catalog My Contract (0279330) V Basic Office Supplies Binders & Filing Calendars & Organizers Computer Accessories & Supplies Computer Accessories & Supplies Computer Hardware & Peripherals Custom Printing Electronics Food, Beverage, & Breakroom Furniture & Office Accessories Health & Safety Janitorials Maintenance Supplies	Search Results You searched Filter: Recycled Goods remove Category: Pens Harrow your results by category Pens Ballpoint - Retractable (3)	Harrow your results by brand NIB Zebra Pen
Labeling, Mailing, & Packaging Office Machines & Equipment Paper & Paper Products Presentation & Audio/Visual Printers & Supplies Writing Instruments & Supplies		

- You can then select the item you want and continue with your purchase using your P-Card online, or submit the request as a requisition.
- Any product with a recycled logo \clubsuit is comprised of some percentage of recycled content and helps the University in its efforts to protect and sustain the environment.