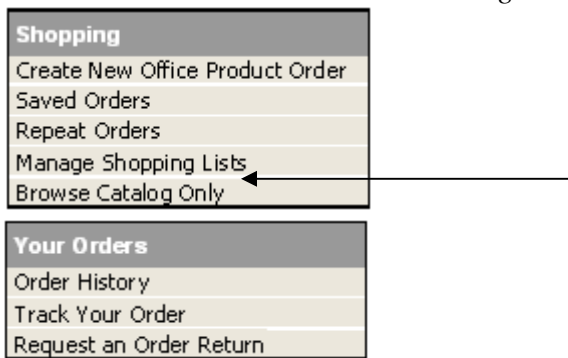


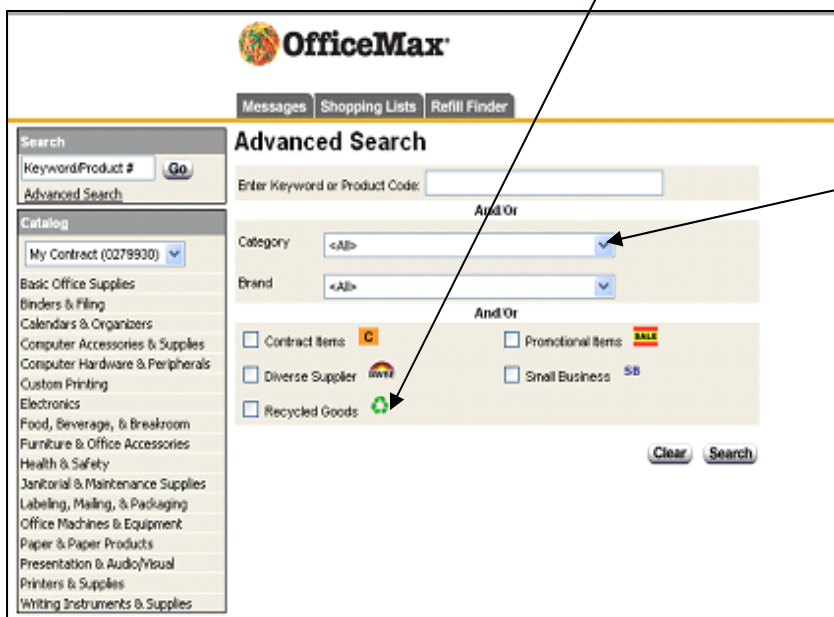
## OfficeMax **Green** Purchasing Instructions

*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 <http://officemaxsolutions.com/html/index.shtml> 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*.



- 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).



- 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

Messages Shopping Lists Refill Finder


Search  
Keyword/Product #    
Advanced Search

Catalog  
My Contract (0279930)   
Basic Office Supplies  
Binders & Filing  
Calendars & Organizers  
Computer Accessories & Supplies  
Computer Hardware & Peripherals  
Custom Printing  
Electronics  
Food, Beverage, & Breakroom  
Furniture & Office Accessories  
Health & Safety  
Janitorial & Maintenance Supplies  
Labeling, Mailing, & Packaging  
Office Machines & Equipment  
Paper & Paper Products  
Presentation & Audio/Visual  
Printers & Supplies  
Writing Instruments & Supplies

**Search Results**  
You searched  
Filter: **Recycled Goods** [remove](#)  
Category: **Pens** [remove](#)

**Narrow your results by category**  
[Pens](#)  
[Ballpoint - Retractable](#) (3)  
[Ballpoint - Stick](#) (1)

**Narrow your results by brand**  
[NIB](#)  
[Zebra Pen](#)

- 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  is comprised of some percentage of recycled content and helps the University in its efforts to protect and sustain the environment.