



**OrderMax<sup>®</sup>**

***Making Ordering Easier***

# What is OrderMax?

OrderMax is our complete online ordering and tracking system available to all account customers.

The screenshot displays the OrderMax website interface. At the top left is the OfficeMax logo with the tagline "WORK WITH US". To the right of the logo are navigation links: "Corporate Webpage", "Forgotten Password", "Products & Services", and "Customer Support".

On the left side, there is a vertical sidebar with the "OrderMax" logo and a login section. The login section includes fields for "Email Address" and "Password", a "Forgot password?" link, and a "Login" button. Below the login section are links for "Browser Requirements", "Quick User Guide", and "Register Now".

The main content area features a yellow banner at the top that says "To start shopping click here." Below this banner are eight promotional tiles arranged in two rows of four:

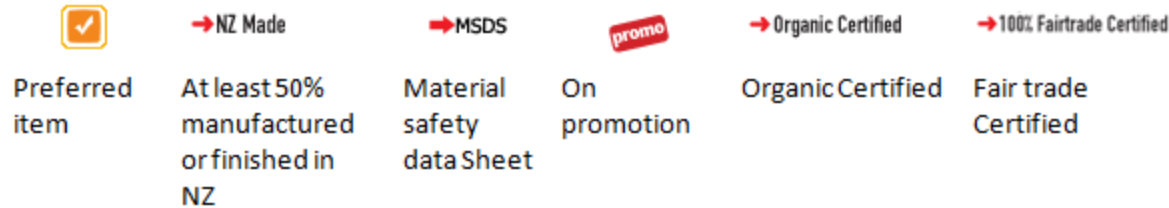
- Top-left tile:** "OfficeMax Re-Manufactured Toner – Why Pay More? Save money without sacrificing quality. Click here to read more."
- Top-middle-left tile:** "everyday UPGRADING YOUR OFFICE! UPGRADE YOUR OFFICE! Click here to view our flyer."
- Top-middle-right tile:** "everyday CHRISTMAS DEALS FLYER. Click here to view our CHRISTMAS DEALS FLYER."
- Bottom-left tile:** "WE'VE MADE CHANGES TO OrderMax. CLICK HERE FOR MORE INFORMATION."
- Bottom-middle-left tile:** "PACKAGING, HEALTH & HYGIENE CATALOGUE. Click here to view the latest PACKAGING, HEALTH & HYGIENE CATALOGUE. Click here to view."
- Bottom-middle-right tile:** "Diary Catalogue OUT NOW! Click here to view."
- Bottom-right tile:** "CAFÉ 2011-12 Catalogue. Click here to view the latest CAFÉ 2011-12 Catalogue."

At the bottom of the main content area, a yellow banner states: "We now have **Direct Debit** available as a payment option. [Click here](#) for more details."

The footer contains four service icons with checkmarks: "customer service", "credit card security", "easy returns", and "contact us". Below these icons are small text links: "2011 428 472", "safe shopping guarantee", "returns & exchanges", and "China".

## Benefits Include

- ✓ Real-time stock availability\*
- ✓ Icons to easily identify products:



- ✓ Filter search results to display your preferred items
- ✓ Manage your user preferences and view your order history
- ✓ Create a favourites basket or frequent order template resulting in a reduction in repetitive ordering processes
- ✓ Account or credit card payment options
- ✓ Order confirmation to your preferred email address
- ✓ Track and trace your order from placement to delivery within OrderMax
- ✓ A dedicated team of support staff available to answer all of your queries on 0800 682 638. (08:00am – 07:30pm)

\* Except on direct ship products

# Ordering Made Simple with 4 Easy Steps



# 1. Search for a Product using Keyword or Code

OfficeMax<sup>®</sup>  
WORK WITH US<sup>™</sup>

Orders on Hold: 0    Cart Line Items: 0    Total Value: \$0.00    [view cart](#)    [log out](#)

[Home](#)    [Products & Services](#)    [Ordering](#)    [My Account](#)    [Customer Support](#)

Pens    [GO](#)

**OrderMax<sup>®</sup>**  
0800 426 473

**Browse Categories**

- Office Supplies
- Paper
- Ink & Toner
- Technology
- Cafe & Cleaning
- Furniture
- Packaging & Industrial
- Education Supplies
- Art Supplies
- First Aid & Medical
- Clearance

**Technology**

**Cafe & Cleaning**

**Furniture**

**Packaging & Industrial**

**Education Supplies**

**Art Supplies**

**First Aid & Medical**

**Clearance**

**Office Supplies**

**Paper**

**Ink & Toner**

**Quickly find your INK & TONER**

[CLICK HERE](#)

**Best Sellers**

- OfficeMax General Purpose Office Tape 18mmx33m \$0.88
- Paper Mate Liquid Paper DryLine Grip, 5mmx8.5m \$3.37
- OfficeMax Medium Duty Packaging Tape, 48mmx100m, Clear \$2.17
- Down to Earth Dishwashing Liquid, 1L \$3.52

# 2. Add Product to Cart

OfficeMax<sup>®</sup>  
WORK WITH US<sup>™</sup>

Orders on Hold: 0    Cart Line Items 0    Total Value \$0.00

Home    Products & Services    Ordering    My Account    Customer Support

Search

**OrderMax<sup>®</sup>**  
0800 426 473

**Browse Categories**

- Office Supplies
- Paper
- Ink & Toner
- Technology
- Cafe & Cleaning
- Furniture
- Packaging & Industrial
- Education Supplies
- Art Supplies
- First Aid & Medical
- Clearance

**Narrow By Category**

- Education Supplies Reading & Writing Text Books (150)
- Office Supplies Ballpoint Pens (130)
- Office Supplies Lead Pencils (77)
- Art Supplies Coloured Pencils (75)
- Office Supplies Gel Pens (74)
- See Text BTS Products Only (74)
- Office Supplies Pen Refills (66)

1208 Results found

Currently displaying all items.  
To display contract items only, Click Here  
To display non contract items only, Click Here

1208 records. (121 pages)    1 2 3 4 5 next page last page

Image (Hover for larger image)	Product Code	Description	UOM	Price (ex GST)	NetTax	NetInc	On Hand	In Cart	Order Qty	Notes for Your Reference
	2178427	Office Elements Click Barrel Ballpoint Pens, Pk 48	<input checked="" type="checkbox"/> BOX	\$8.79	\$1.32	\$10.11	268		<input type="text" value="2"/>	
	2140535	Office Elements Correction Pens, 7ml, Pk 12 (Order 48 Boxes to receive one Carton)	<input checked="" type="checkbox"/> BOX	\$8.91	\$1.34	\$10.25	11		<input type="text"/>	
	2140144	Office Elements Crystal Ballpoint Pens 0.7mm Asst Bx12 (Order 36 Boxes to receive one Carton)	<input checked="" type="checkbox"/> BOX	\$1.45	\$0.22	\$1.67	31		<input type="text"/>	
	2140101	Office Elements Crystal Ballpoint Pens 0.7mm Blk Bx12 (Order 36 Boxes to receive one Carton)	<input checked="" type="checkbox"/> BOX	\$1.45	\$0.22	\$1.67	32		<input type="text"/>	

**Best Sellers**

- OfficeMax Ballpoint Pens, Non Slip Grip, Black, Pk 10 \$2.70
- OfficeMax Ballpoint Pens, Non Slip Grip, Blue, Pk 10 \$2.70
- Office Elements Click Barrel Ballpoint Pens, Pk 48 \$6.79
- OfficeMax Ballpoint Pens, Retract RubberGrip Blue Pk12 \$7.48
- Bic Clic 2000 Ballpoint Pen Wild Blue 10 Pack \$3.85

Preferred products shown first    View stock on hand

# 3. Review Order and Check Out

OfficeMax<sup>®</sup>  
WORK WITH US<sup>™</sup>

Orders on Hold: 0    Cart Line Items 1    Total Value \$20.22

[view cart](#)   [log out](#)

[Home](#)   [Products & Services](#)   [Ordering](#)   [My Account](#)   [Customer Support](#)

Search

[save as template](#)   [hold order](#)   [print order](#)   [update order](#)

[checkout](#)

**OrderMax<sup>®</sup>**  
0800 426 473

**Browse Categories**

- Office Supplies
- Paper
- Ink & Toner
- Technology
- Cafe & Cleaning
- Furniture
- Packaging & Industrial
- Education Supplies
- Art Supplies
- First Aid & Medical
- Clearance

[Change Account For Current Order](#)

**Applied Promotional Codes:**  
Enter a Promotional Code:

Line	Product Code	Description	Price (ex GST)	Quantity	Extended Price (ex GST)	Unit Description	Delete?
1.00	<a href="#">2178427</a>	Office Elements Click Barrel Ballpoint Pens, Pk 48 <a href="#">(Notes for Your Ref:)</a> <input checked="" type="checkbox"/>	\$8.79	<input type="text" value="2"/>	\$17.58	BOX	<input type="checkbox"/>
<b>Available : 268</b>							
	Code :			Qty :		Note :	
	Code :			Qty :		Note :	
	Code :			Qty :		Note :	
	Code :			Qty :		Note :	
	Code :			Qty :		Note :	
	Code :			Qty :		Note :	
	Code :			Qty :		Note :	
	Code :			Qty :		Note :	
	Code :			Qty :		Note :	
	Code :			Qty :		Note :	

**Applied Promotional Codes:**  
Enter a Promotional Code:

**Order Total (ex GST) : \$17.58**  
**Plus GST : \$2.64**  
**Order Total (inc GST) : \$20.22**

[update order](#)

# 4. Add Delivery Details and Submit Order

The screenshot shows the OfficeMax website's checkout process. At the top, it displays 'Orders on Hold: 0', 'Cart Line Items: 1', and 'Total Value: \$53.65'. Navigation links include 'Home', 'Products & Services', 'Ordering', 'My Account', and 'Customer Support'. A search bar is present. On the left, there's a sidebar with 'Order Max' (0800 426 473) and 'Browse Categories' including Office Supplies, Paper, Ink & Toner, Technology, Cafe & Cleaning, Furniture, Packaging & Industrial, Education Supplies, Art Supplies, First Aid & Medical, and Clearance.

The main content area is titled 'Order Conclusion Details' and prompts the user to 'Enter your Delivery Address details before continuing.' It includes a 'Customer Reference' field, a 'Delivery Address' dropdown menu (currently showing 'Select for Another Address ..'), and a 'Delivery Instructions' text area. A warning message states: 'OFFICEMAX DEMO ACCOUNT DO NOT RELEASE \*\*\*\*\*DO NOT DELIVER\*\*\*\*\*'. Below this, the location 'AUCKLAND' is listed. A note says 'Do Not Enter Delivery Address Here' and 'Special Instructions or Attention Line Only:'. A 'order print' button is also visible.

The 'DELIVERY TYPE' section asks the user to 'Select your preferred method of delivery from the options below.' It includes a 'Please Note' about same-day deliveries and a 'Same Day Deliveries' note. Delivery methods are listed with radio buttons: 'Default Delivery - Standard (Next Business Day)' (selected), 'Urgent Delivery - Same Day (\$30.00)', 'Account Payment', and 'Credit Card Payment'. A green 'submit order' button is circled in red.

On the right, a 'Year Order' summary table is shown:

Item Name	Total (inc.)
Order Total (ex GST):	\$59.95
Plus Freight and Handling Charge (ex GST):	\$5.67
Plus GST:	\$7.00
Order Total (inc GST):	\$72.62

Below the table, it lists '2 2179421 - Office Bermuda Clock' with a price of '\$46.95'.

An arrow points from the 'submit order' button to the text 'Ability to offer multiple delivery points'.

The footer contains icons and text for 'customer service' (0800 426 473), 'credit card security' (safe shopping guaranteed), 'easy returns' (returns & exchanges), and 'contact us' (Details).



# Payment Flexibility

Flexibility to choose credit card or account payment with every order

The screenshot shows the OfficeMax website checkout process. At the top, the OfficeMax logo is on the left, and navigation links for Home, Products & Services, Ordering, My Account, and Customer Support are on the right. A search bar is also present. The main content area is titled "Order Conclusion Details" and prompts the user to "Enter your Delivery Address details before continuing." There are input fields for Customer Reference, Delivery Address (with a dropdown menu), and Delivery Instructions. A "Do Not Enter Delivery Address Here" warning is also present. On the right, a "Your Order" summary table shows the total amount and item details. Below the address fields, the "DELIVERY TYPE" section offers two options: "Default Delivery - Standard (Next Business Day)" and "Urgent Delivery - Same Day (\$20.00)". The "Account Payment" option is circled in red, and the "Credit Card Payment" option is also visible. A "Submit Order" button is at the bottom of the form. The footer contains icons for customer service, credit card security, easy returns, and contact us.

OfficeMax  
WORK WITH US

Orders on Hold: 0 Cart Line Items: 1 Total Value: \$53.45

view cart log out

Catalogue: All Products (GLOBAL)

Home Products & Services Ordering My Account Customer Support

Search

Order Max  
0800 426 473

Browse Categories

- Office Supplies
- Paper
- Ink & Toner
- Technology
- Cafe & Cleaning
- Furniture
- Packaging & Industrial
- Education Supplies
- Art Supplies
- First Aid & Medical
- Clearance

order print

Order Conclusion Details

Enter your **Delivery Address** details before continuing.

Customer Reference:

Delivery Address:  Select for Another Address ..

OFFICEMAX DEMO ACCOUN  
DO NOT RELEASE  
\*\*\*\*DO NOT DELIVER\*\*\*\*\*

Delivery Instructions:

LUCKLAND

Do Not Enter Delivery Address Here  
Special Instructions or Attention Line Only:

**DELIVERY TYPE**

Select your preferred method of delivery from the options below.

Please Note: **Same Day deliveries are only** available for deliveries between 9am and 2.30pm weekdays, within the Auckland, Wellington and Christchurch Metropolitan areas

**Same Day Deliveries are only made for approximately 1 standard box (ie 10 reams of A4 Copier Paper)**

Please contact us if you are **unsure** if this size is exceeded or for Same Day Deliveries outside the Metropolitan areas to discuss alternatives by contacting Customer Services on 0800 426 473.

Delivery Methods:

- Default Delivery - Standard (Next Business Day)
- Urgent Delivery - Same Day (\$20.00)
- Account Payment
- Credit Card Payment

Submit Order

Item Name	Total (Inc. GST)
Order Total (Ex GST):	\$39.95
Plus Freight and Handling Charge (Ex GST):	\$6.67
Plus GST:	\$7.00
Order Total (Inc GST):	\$53.62

2176427 - Office Elements Click  
Barnes Bailpoint Pens, Pk 48 \$48.95

customer service 0800 426 473

credit card security safe shopping guarantee

easy returns returns & exchanges

contact us Details

# Order Confirmation

Order confirmation to your preferred email address

**From:** OfficeMax [mailto:ordermax@officemax.com.au]  
**Sent:** Friday, 18 December 2009 10:00 AM  
**To:** John Citizen  
**Subject:** Confirmation of Internet Order # 21245401; Reference: YOUR ORDER NUMBER

Following are the details of the Order you placed.

<b>Sales Order Number</b>	<b>21245401</b>
Customer Details	KINCUMBER HIGH SCHOOL (QS12345)
Customer Reference	TEST ORDER 7TH JAN
Entered by	John Citizen
Email Address	John.citizen@officemax.com.au
Order Total (ex GST)	\$183.87
plus GST	\$18.39
Order Total (inc GST)	\$202.26
Expected Delivery Date	07-Jan-2010

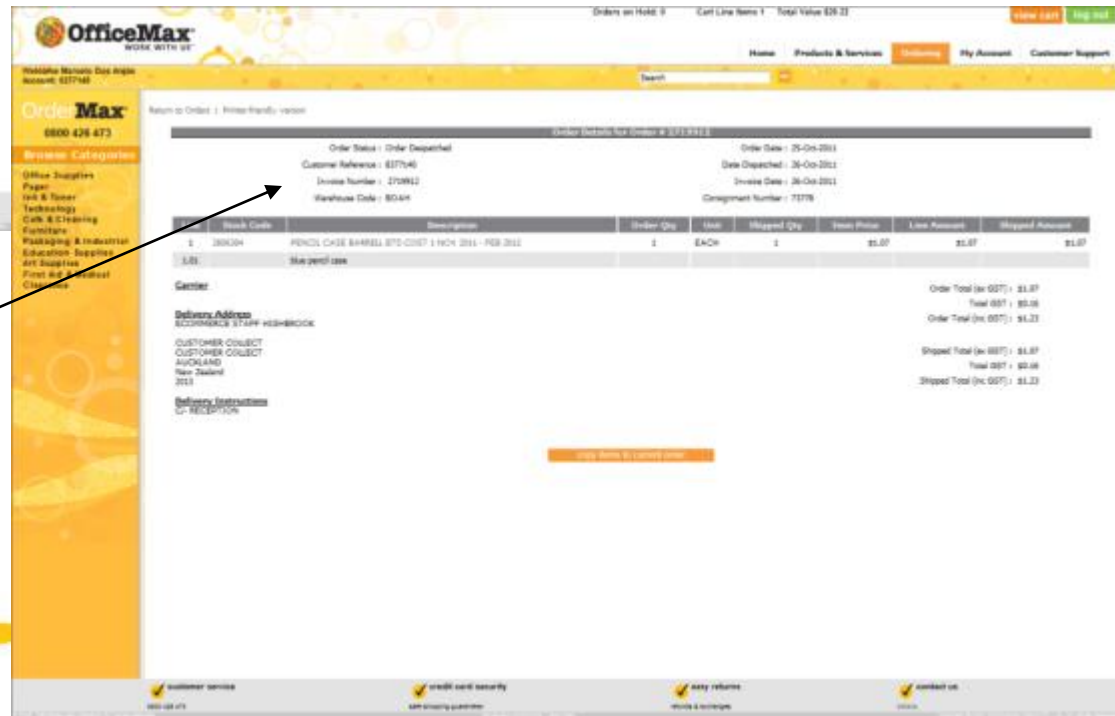
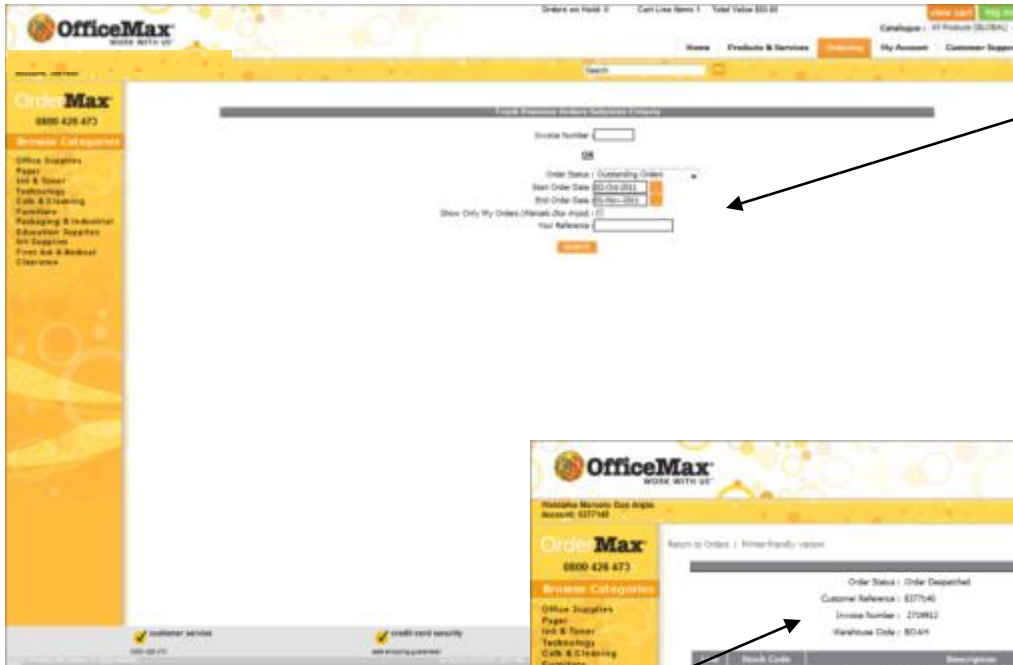
**ORDER  
DETAILS**

Product Code	Order Qty.	Qty. Allocated	Item Price (ex GST)	Item %	Item Description
1679805	45	45	\$1.25	0%	Progresso Graphite Pencil 8B Woodless
1424327	10	0	\$1.35	0%	Progresso Woodless Pencil 4B Graphite Assorted Colours Aquarelle Water Soluble Each

# Search and view your Orders

View the status of your order online:

- Completed
- Outstanding
- Orders Requiring Approval and
- Rejected Orders

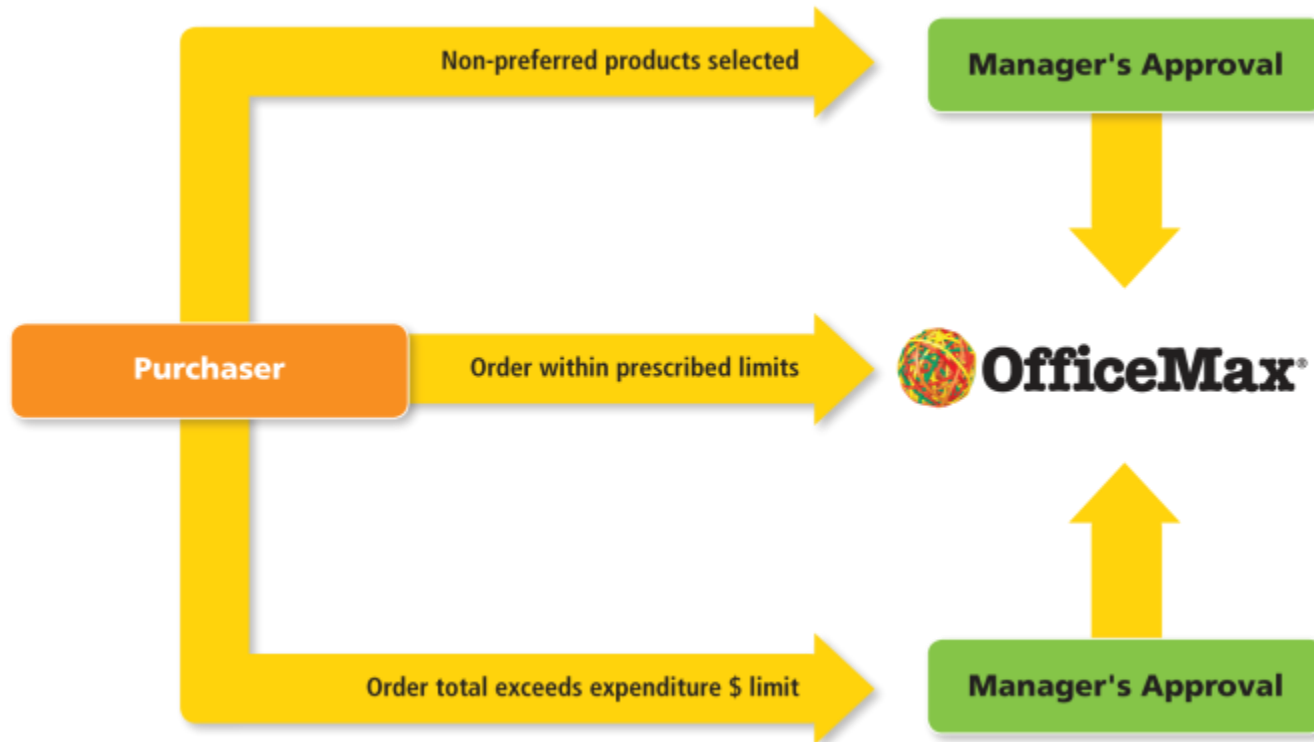


View and / or print details of your order.

# Online Approval Process

We offer customised approval levels for:

- Non contract (non-preferred) products or
- Where the order total exceeds expenditure limits



# Time Savers with OrderMax



# Bulk Orders

Use past orders as your starting point for new ones

OfficeMax  
WORK WITH US

Orders on Hold: 0 Cart Line Items: 1 Total Value: \$20.22 [view cart](#) [log out](#)

[Home](#) [Products & Services](#) [Ordering](#) [My Account](#) [Customer Support](#)

Search

OrderMax  
0800 426 473

Browse Categories

- Office Supplies
- Paper
- Ink & Toner
- Technology
- Cafe & Cleaning
- Furniture
- Packaging & Industrial
- Education Supplies
- Art Supplies
- First Aid & Medical
- Clearance

Return to Orders | Print-friendly version

Order Details for Order # 2719912

Order Status: Order Dispatched  
Customer Reference: 8272149  
Invoice Number: 2719912  
Warehouse Code: BOAH

Order Date: 25-Oct-2011  
Date Dispatched: 26-Oct-2011  
Invoice Date: 26-Oct-2011  
Consignment Number: 73778

Line	Stock Code	Description	Order Qty	Unit	Shipped Qty	Item Price	Line Amount	Shipped Amount
1	2806304	PENCIL CASE BARRELL B7S COOT 1 NOV 2011 - FEB 2012	1	EACH	1	\$1.07	\$1.07	\$1.07
1.01		blue pencil case						

Carrier

Delivery Address  
ECOMMERCE STAFF HIGHBROOK  
CUSTOMER COLLECT  
CUSTOMER COLLECT  
AUCKLAND  
New Zealand  
2013

Delivery Instructions  
C-RECEPTION

Order Total (ex GST): \$1.07  
Total GST: \$0.16  
Order Total (inc GST): \$1.23

Shipped Total (ex GST): \$1.07  
Total GST: \$0.16  
Shipped Total (inc GST): \$1.23

[copy items to current order](#)

customer service 0800 426 473  
credit card security safe shipping guaranteed  
easy returns returns & exchanges  
contact us Details

Copy full order with one click

# Order Templates

Save commonly used items in a simple to use template  
Enter quantities & add to your cart, all from one list

OfficeMax  
WORK WITH US

Orders on Hold: 0 Cart Line Items: 1 Total Value: \$33.65

view cart log out

Catalogue: All Products (GLOBAL)

Home Products & Services **Ordering** My Account Customer Support

Search

Order Max  
0800 426 473

Browse Categories

- Office Supplies
- Paper
- Ink & Toner
- Technology
- Care & Cleaning
- Furniture
- Packaging & Industrial
- Education Supplies
- Art Supplies
- First Aid & Medical
- Clearance

Return to Current Order  
Return to List of Templates

Change Account For Current Order

Line	Product Code	Description	Price (ex GST)	Quantity	Extended Price (ex GST)	Stock Description	Reorder Quantity	Delete?
1.00	235297	OKI C3200n Single Function Colour Printer (Notes for Your Ref) <b>Available : 0</b>	\$379.90	1	\$379.90	EACH	1	<input type="checkbox"/>
2.00	2334267	Eko Survival Chain, Orange (Notes for Your Ref) <b>Available : 0</b>	\$112.17	1	\$112.17	EACH	1	<input type="checkbox"/>

Code :  Qty :  Note:

Code :  Qty :  Note:

Code :  Qty :  Note:

Code :  Qty :  Note:

Code :  Qty :  Note:

Code :  Qty :  Note:

Code :  Qty :  Note:

Code :  Qty :  Note:

Code :  Qty :  Note:

Code :  Qty :  Note:

Code :  Qty :  Note:

Code :  Qty :  Note:

Order Total (ex GST) : \$491.17  
Plus GST : \$73.68  
Order Total (inc GST) : \$564.85

save template changes  
copy items to current order  
print order

Save all changes to this template  
Click this button to copy the items from the template to your current order.

customer service 0800 426 473  
credit card security ask shopping questions  
easy returns refunds & exchanges  
contact us details

Enter quantities required, then copy to your cart