USER GUIDE

Welcome back, Vishal

LET'S GET IT DONE

Our Specials

OfficeMax®

1-800-428-673

Welcome back, Vishal

LET'S GET IT DONE

OUR SPECIALS

Welcome back, Vishal

LET'S GET IT DONE

OUR SPECIALS
Let’s get started

OfficeMax Online Benefits  3

Ordering Made Simple
How to login/register  4
How to search  5-6
How to add a product to your cart  7-9
How to checkout  10
Guest checkout  11
How to submit an order  12

Handy Tools
Favourites list  13
Homepage specials  14
Ink & Toner finder  15
Product comparison tool  16-17
Account management  18
Invoice reprint facility  19
Order management  20

Help?  21
OfficeMax Online Benefits

- Real-time stock availability* to help you receive complete orders
- Handy tools – compare multiple products, find accessories, filter options, ink & toner finder, recently viewed items and your top products to make your shopping easier
- Intuitive search with smarts such as suggested keywords, spelling mistake recognition, type your keyword and select the product category
- Navigation panel containing all your account information to manage your user preferences or view your order history
- Create a favourites basket or frequent order template to save time
- Account or credit card payment options
- View shopping cart in the top of navigation
- Guest checkout process
- Mobile responsive design - providing a seamless customer experience on all types of devices, from cellphone and tablet to widescreen desktop
- A dedicated Online Helpdesk available to answer all of your website related queries on 0800 682 638 (8:30am – 5:00pm, Monday to Friday)

*Except on items shipped from supplier
Ordering Made Simple

Login or register for an online account

Enter your details to login to your account, view your orders and invoices or start shopping

Click here if you are not registered with OfficeMax

Products and prices shown are indicative only.
Ordering Made Simple

Search for a product using either keyword or OfficeMax product code

- Narrow down your keyword or product code search by selecting a product category to find what you are looking for faster
- Intuitive search with smarts such as spelling mistake recognition
- Organise your results by list or grid view
- Sort your search results by brand or product name
- Filter your search results to find what you are looking for faster
- Browse by product categories

Products and prices shown are indicative only.

officemax.co.nz

0800 682 638

Online Helpdesk

0800 426 473
Ordering Made Simple

Browse using the ‘SHOP BY CATEGORY’ menu

A detailed product menu format to make finding products easier.

Products and prices shown are indicative only.
Ordering Made Simple

Add products to your cart

Choose if you want to view prices inc. GST or exc. GST

With our handy cart icon your order summary and details are always at hand throughout the ordering process

Enter the quantity you desire and click on the 'Add to Cart' button to add items to your cart

Products and prices shown are indicative only.
Ordering Made Simple

Fast order entry: add a product to your cart when you know the product code

Click on the cart icon to go straight to your cart from the homepage

Simply start adding your product codes and quantity

To add more than one item select the 'Expand to 10' button

Products and prices shown are indicative only.
Ordering Made Simple

Once you have finished adding your products, select the 'Add All to Cart' button.

Don't forget to click on the 'Update Order' button...

...and then click on the 'Continue to Checkout' button when you're done.

Products and prices shown are indicative only.
Ordering Made Simple

View cart, review order and checkout

Put orders on hold if you are not ready and return to your orders later.

Create a frequent order template.

Review your order details and then click on 'Continue to Checkout' once you are done.

Products and prices shown are indicative only.
Ordering Made Simple

Fast and easy guest checkout

Checkout without having to login. You can always register later.
Ordering Made Simple

Add delivery and payment details then submit order

Enter your delivery details and proceed to payment

Use the ‘Quick View’ button to view details of your order and the ‘Edit’ button to go back to the shopping cart and edit your order.

Check delivery details

Enter payment details and submit order

Products and prices shown are indicative only.
Handy Tools

Add products to your favourites

View your full list of favourites

Add to your favourites list from any product display page

Products and prices shown are indicative only.
Handy Tools

View our specials

Products and prices shown are indicative only.

† officemax.co.nz 0800 682 638

Online Helpdesk 0800 682 638
Handy Tools

Use the Ink & Toner finder

Products and prices shown are indicative only.
Handy Tools

Use our product comparison tool to select which products suit your needs

Products and prices shown are indicative only.
Handy Tools

Make an informed choice by comparing several products at once
Handy Tools

Use the top panel to view your account details, set GST preference, 'Your Account' menu to switch between your accounts, access order history and other account functions.

Use the GST toggle to set your preference and view product prices inc. GST or exc. GST.

Change to another account, access your order history and other account details.

Products and prices shown are indicative only.
Handy Tools

Invoice reprint facility*

Enter the account details and search range or enter the invoice numbers in the quick search field to search for invoices.

Select your invoices to reprint and click on ‘Request Selected Invoice(s)’ to email them at the click of a button.

*For customers on individual invoicing

Products and prices shown are indicative only.
Handy Tools

View your order templates, orders on hold and order history

Easy access to these great functions are available from 'Your Account' menu (see page 18)

Products and prices shown are indicative only.