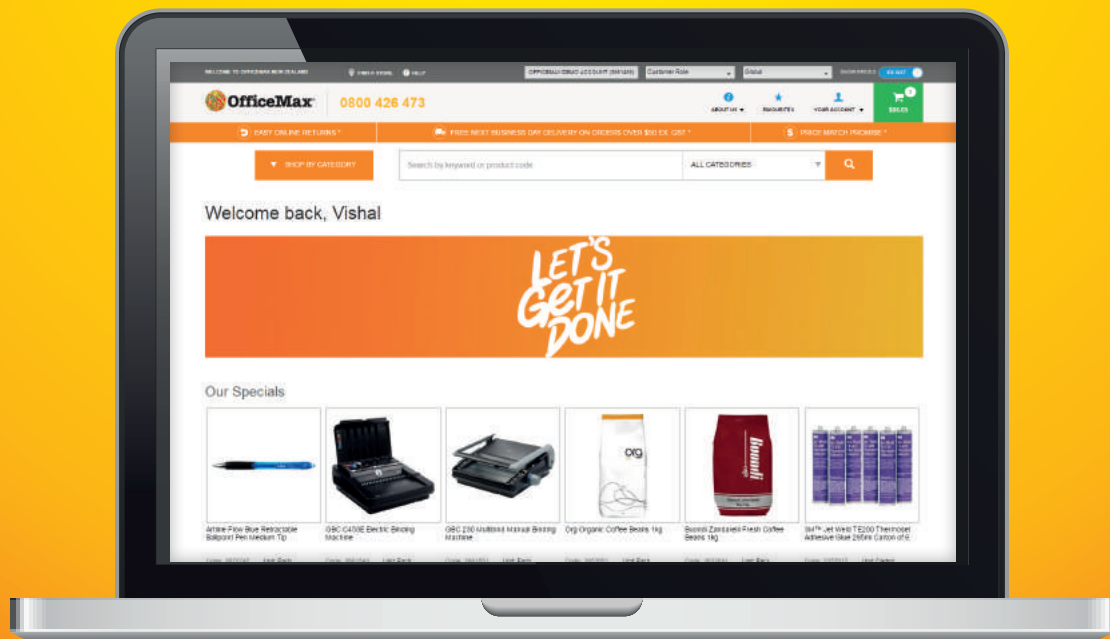




OfficeMax®

USER GUIDE



Let's get started

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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

The screenshot displays the OfficeMax New Zealand website with a 'Login to OfficeMax' modal window. The modal contains fields for 'Username / Email' (with a placeholder 'eg: info@officemax.co.nz') and 'Password' (with a placeholder 'Your Password'). A 'Remember Me' checkbox is present below the email field. A 'LOGIN' button is located below the password field. To the right of the password field is a link for 'Forgot Your Password?'. Below the login section is a 'New Customer?' section with the text 'Access a wide range of benefits by registering an account with OfficeMax.' and a 'REGISTER NOW' button. At the bottom of this section is a small disclaimer: 'By registering you are agreeing to our Terms and Conditions and our Privacy Policy.' Two red callout bubbles are overlaid on the image. One bubble, pointing to the 'REGISTER NOW' button, contains the text 'Click here if you are not registered with OfficeMax'. The other bubble, pointing to the login fields, contains the text 'Enter your details to login to your account, view your orders and invoices or start shopping'. The background of the website shows the OfficeMax logo, navigation links like 'WELCOME TO OFFICEMAX NEW ZEALAND', 'FIND A STORE', and 'HELP', and a shopping cart icon with a '\$0.00' total. Below the modal, there is a 'Our Specials' section featuring various office products like pens, printers, and paper.

WELCOME TO OFFICEMAX NEW ZEALAND

OfficeMax

EASY ONLINE RETAIL

SHOP BY CATEGORY

LOGIN / REGISTER

SHOW PRICES

FX 0.81

PRICE MATCH PROMISE *

LEARN MORE

Our Specials

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

Username / Email *

eg: info@officemax.co.nz

Password *

Forgot Your Password?

Your Password

☐ Remember Me

LOGIN

New Customer?

Access a wide range of benefits by registering an account with OfficeMax.

REGISTER NOW

By registering you are agreeing to our Terms and Conditions and our Privacy Policy.

Products and prices shown are indicative only.

Ordering Made Simple

Search for a product using either keyword or OfficeMax product code

The screenshot displays the OfficeMax New Zealand website interface. At the top, the header includes the OfficeMax logo, the phone number 0800 426 473, and navigation links like 'FIND A STORE' and 'HELP'. Below the header, there are promotional banners for 'EASY ONLINE RETURNS', 'FREE NEXT BUSINESS DAY DELIVERY ON ORDERS OVER \$50 EX. GST', and 'PRICE MATCH PROMISE'. The main search area features a search bar with the placeholder text 'Search by keyword or product code' and a dropdown menu for 'ALL CATEGORIES'. On the left, a 'SHOP BY CATEGORY' sidebar is visible, showing a tree structure for 'PAPER' > 'WHITE COPY PAPER' > 'A4 PAPER'. The main content area displays search results for 'A4 Paper', showing 34 results. The results are listed in a grid view, with each item including a product image, name, code, unit, stock status, and price. Callouts in red speech bubbles highlight key features: 'Browse by product categories' points to the sidebar; 'Narrow down your keyword or product code search by selecting a product category to find what you are looking for faster' points to the category dropdown; 'Intuitive search with smarts such as spelling mistake recognition' points to the search bar; 'Sort your search results by brand or product name' points to the 'Sort By' dropdown; 'Organise your results by list or grid view' points to the 'View By' toggle; and 'Filter your search results to find what you are looking for faster' points to the 'APPLY FILTERS' button.

OfficeMax® 0800 426 473

EASY ONLINE RETURNS * FREE NEXT BUSINESS DAY DELIVERY ON ORDERS OVER \$50 EX. GST PRICE MATCH PROMISE

SHOP BY CATEGORY Search by keyword or product code ALL CATEGORIES

REFLEX Propak A4 80gsm White Copy Paper, Box of 2500
Code: 1452517 Unit Box
In Stock
Next day delivery
\$45.20

REFLEX Pure A4 80gsm White 50% Recycled Copy Paper, Box of 2500
Code: 1960210 Unit Pack
In Stock
Next day delivery
\$9.99

Canon Office A4 80gsm White Copy Paper, 5 Packs of 500
Code: 1960004 Unit Box
In Stock
Next day delivery
\$33.90 ex GST

Canon Business A4 80gsm White Copy Paper, 5 Packs of 500
Code: 1990012 Unit Box
In Stock
Next day delivery
\$35.65 ex GST

Canon A4 80gsm 100% Recycled White Copy Paper, 5 Packs of 500
Code: 1990055 Unit Box
In Stock
Next day delivery
\$49.99 ex GST

4-Hole Punched A4 80gsm White Copy Paper, Pack of 50
Code: 2287706 Unit Pack
In Stock
Next day delivery
\$11.30 ex GST

Filter your search results to find what you are looking for faster

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

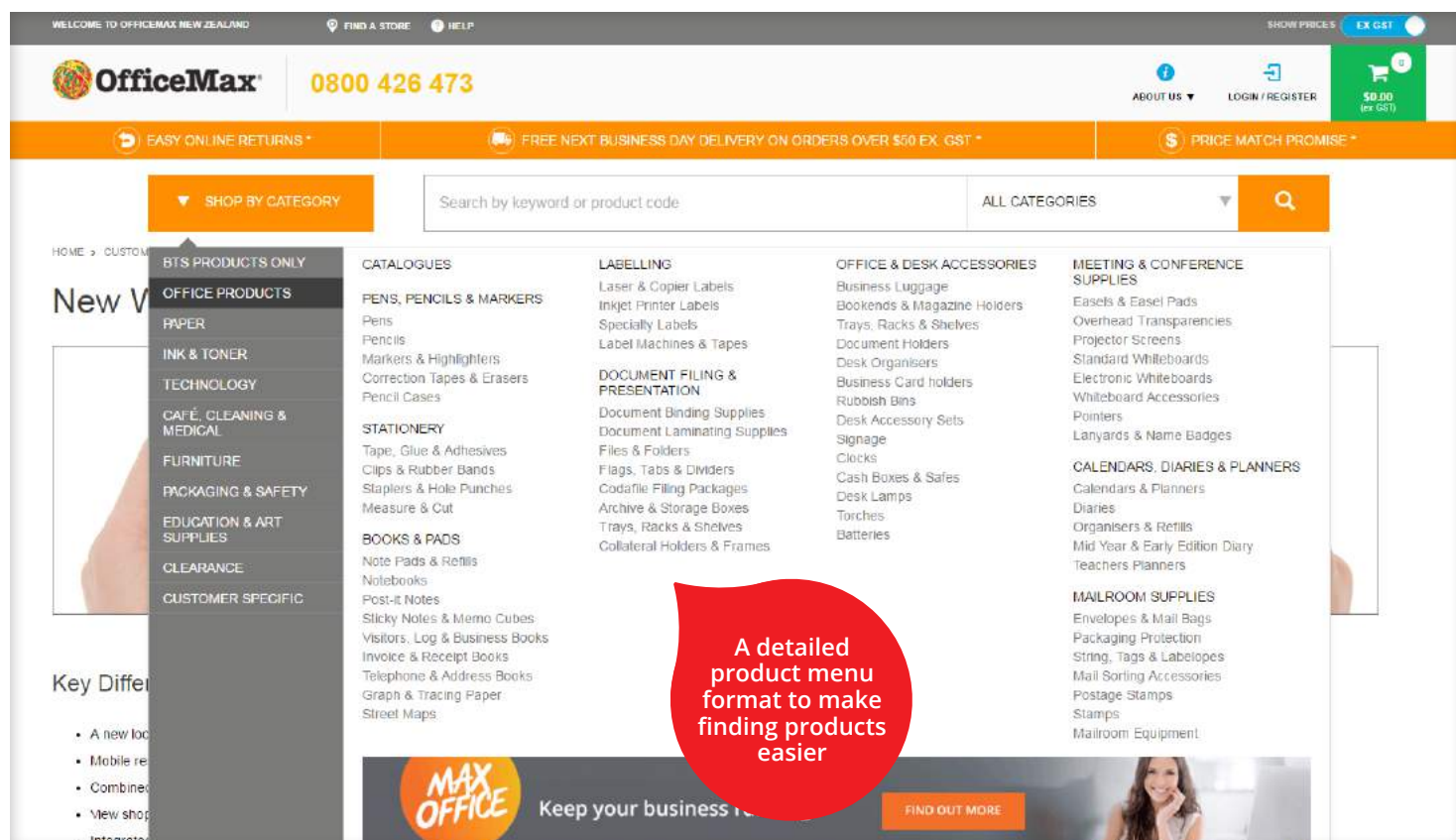
Sort your search results by brand or product name

Organise your results by list or grid view

Products and prices shown are indicative only.

Ordering Made Simple

Browse using the 'SHOP BY CATEGORY' menu

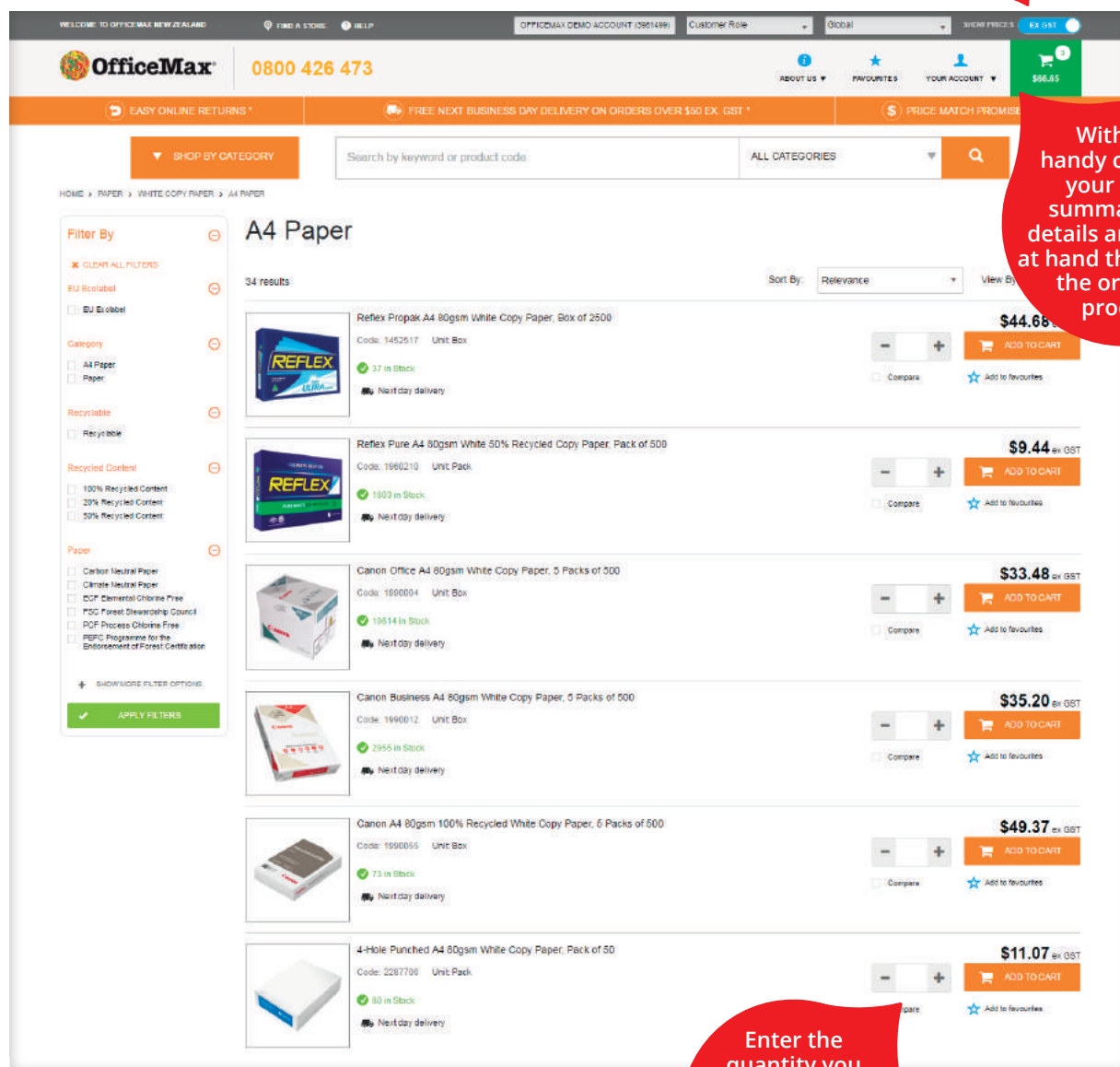


Products and prices shown are indicative only.

Ordering Made Simple

Add products to your cart

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

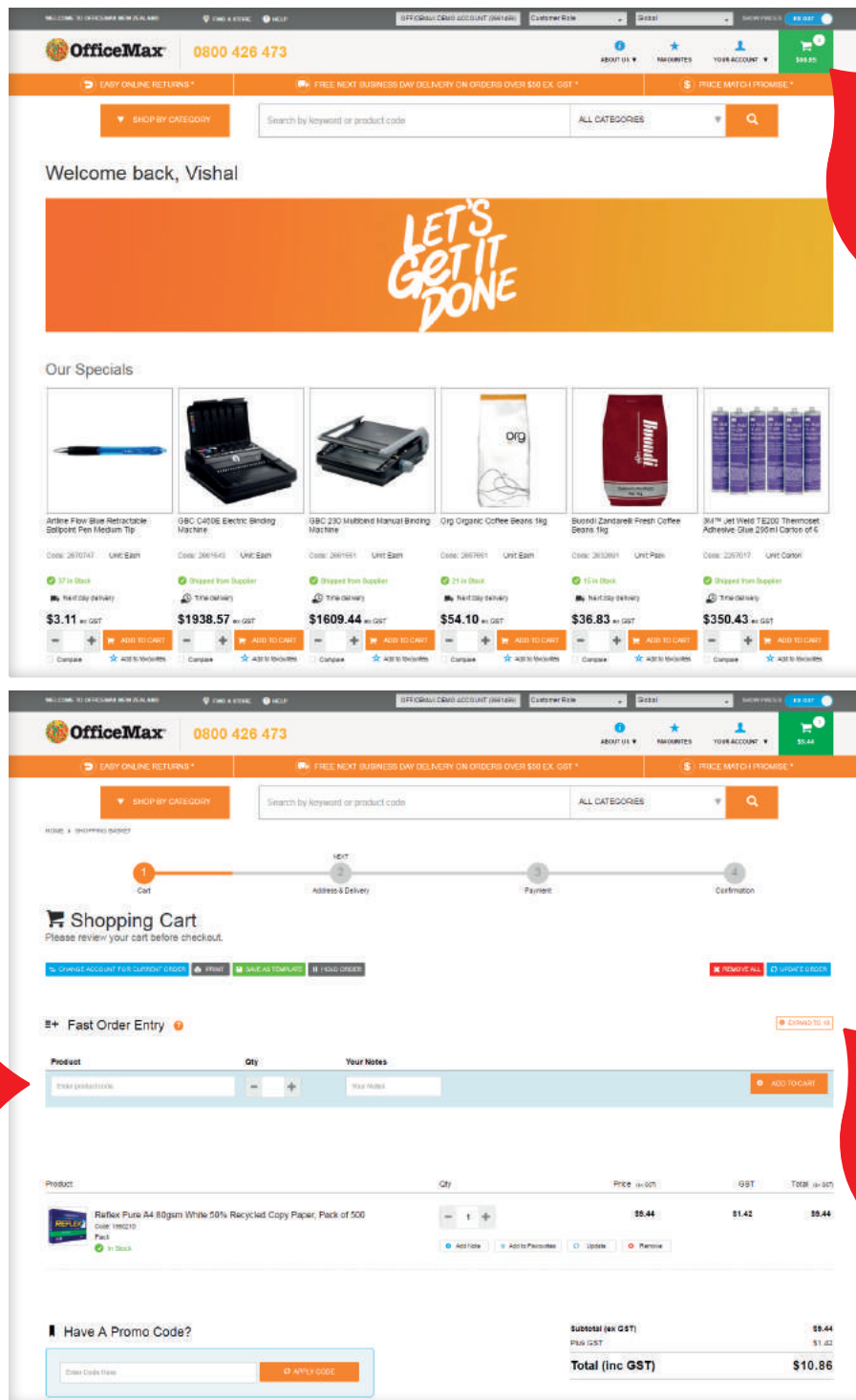


Enter the quantity you desire and click on the 'Add to Cart' button to add items to your cart

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

The screenshot shows the 'Fast Order Entry' section of the OfficeMax shopping cart. It features a table with columns for 'Product', 'Qty', and 'Your Notes'. There are eight rows, each with an input field for the product code, a quantity selector (minus, plus, and reset buttons), and a text area for notes. At the bottom right of this section is an 'ADD ALL TO CART' button.

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

This screenshot shows the full checkout page. At the top, there's a navigation bar with the OfficeMax logo, phone number (0800 426 473), and links for account and order management. Below this is a progress bar with four steps: 1. Cart, 2. Address & Delivery, 3. Payment, and 4. Confirmation. The 'Shopping Cart' section is visible, showing a list of items with their prices and GST. A 'Have A Promo Code?' section is on the left. On the right, a summary shows the subtotal, GST, and total amount. At the bottom right is a green 'CONTINUE TO CHECKOUT' 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

The screenshot shows the OfficeMax online shopping cart interface. At the top, there's a navigation bar with the OfficeMax logo, phone number 0800 426 473, and links for ABOUT US, FAVORITES, and YOUR ACCOUNT. Below this is a search bar and a 'SHOP BY CATEGORY' dropdown. The main content area is titled 'Shopping Cart' and includes a progress bar with four steps: 1. Cart, 2. Address & Delivery, 3. Review, and 4. Confirmation. The cart items are listed in a table with columns for Product, Qty, Price (ex GST), GST, and Total (inc GST). Three items are shown: Reflex Pure A4 80gsm White 50% Recycled Copy Paper, Pack of 500; Artline Flow Blue Retractable Ballpoint Pen Medium Tip; and Org Organic Coffee Beans 1kg. Each item has a quantity selector and buttons for 'Add Note', 'Add to Favourites', 'Update', and 'Remove'. At the bottom, there's a 'Have A Promo Code?' section with an input field and an 'APPLY CODE' button. The subtotal (ex GST) is \$66.65, plus GST is \$10.00, and the total (inc GST) is \$76.65. A 'CONTINUE TO CHECKOUT' button is at the bottom right. Three red callout bubbles are overlaid on the image: one pointing to the 'HOLD ORDER' button with the text 'Put orders on hold if you are not ready and return to your orders later'; one pointing to the 'SAVE AS TEMPLATE' button with the text 'Create a frequent order template'; and one pointing to the 'CONTINUE TO CHECKOUT' button with the text 'Review your order details and then click on 'Continue to Checkout' once you are done'.

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

The screenshot displays the OfficeMax New Zealand website's checkout page. At the top, the header includes the OfficeMax logo, the phone number 0800 426 473, and navigation links for 'ABOUT US', 'LOGIN / REGISTER', and a shopping cart icon showing a total of \$17.24. Below the header, a navigation bar offers 'EASY ONLINE RETURNS', 'FREE NEXT BUSINESS DAY DELIVERY ON ORDERS OVER \$50 EX. GST', and a 'PRICE MATCH PROMISE'. The main content area features a 'Shop by Category' dropdown, a search bar, and a 'Login / Register' section. The login section prompts users to 'Please login to continue' with fields for 'Email Address' and 'Password', and a 'Remember Me' checkbox. Below this are buttons for 'LOGIN & CONTINUE' and 'LOST PASSWORD?'. A 'New Customers' section provides two options: 'REGISTER NOW' and 'GUEST CHECKOUT, QUICK AND EASY'. A red speech bubble highlights the guest checkout option with the text: 'Checkout without having to login. You can always register later'. The page also includes promotional banners for 'IT'S OUT NOW', 'SHOP YOUR WAY', and 'CREATING BETTER COMMUNITIES'. At the bottom, a banner reads 'IT'S ALL ABOUT YOU' and 'At OfficeMax we put you first. Our team works every day to deliver great value and service.' The footer contains links for 'ABOUT US', 'GENERAL INFORMATION', 'CUSTOMER SERVICE', 'OTHER OFFICEMAX WEBSITES', and 'FOLLOW US'.

OfficeMax 0800 426 473

EASY ONLINE RETURNS * FREE NEXT BUSINESS DAY DELIVERY ON ORDERS OVER \$50 EX. GST * PRICE MATCH PROMISE *

SHOP BY CATEGORY Search by keyword or product code ALL CATEGORIES

HOME > SHOPPING BASKET > CHECKOUT

Login / Register

Please login to complete your order or fill out the details below

Please login to continue

Email Address * Password *

Remember Me

LOGIN & CONTINUE LOST PASSWORD?

New Customers

There is a wide range of benefits by registering an account with OfficeMax. Checkout without having to login. You can always create an account later.

REGISTER NOW OR GUEST CHECKOUT, QUICK AND EASY

By registering you are agreeing to our Terms and Conditions and our Privacy Policy.

IT'S OUT NOW MAX DEALS CLICK HERE

SHOP YOUR WAY officemax.co.nz 0800 426 473 OfficeMax Stores FIND YOUR NEAREST STORE

CREATING BETTER COMMUNITIES FIND OUT MORE

IT'S ALL ABOUT YOU

At OfficeMax we put you first. Our team works every day to deliver great value and service. LET'S GET IT DONE

ABOUT US: Media Information, Careers, Education, Government, Business, Home, Sustainability, Social Responsibility, Promotions & Catalogues

GENERAL INFORMATION: Privacy Policy, Terms & Conditions, Price Match Promise, Our Product Icons, OfficeMax Rewards, StoreMap, Business Partner Opportunities, Terms of Use, Promotions, Terms & Conditions

CUSTOMER SERVICE: Help / Contact Us, Easy Online Returns, Delivery Information, Frequently Asked Questions, Forget Your Password?, New Zealand Postcode

OTHER OFFICEMAX WEBSITES: MySchool, Online Your Classroom, Max in Grants, A Day Made Better, Careers at OfficeMax

FOLLOW US: Facebook, Twitter, YouTube, Instagram, LinkedIn

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Checkout without having to login. You can always register later

Ordering Made Simple

Add delivery and payment details then submit order

Address & Shipping
Please review your cart before checkout.

Delivery Method
Delivery Method Selection
Urgent Delivery - Same Day (\$20.00)

Delivery Options
Standard Delivery (No Charge)
(+ \$20.00) Urgent Delivery - Same Day (ex GST)

Delivery Details
Customer Reference *
Test Order
Delivery Address *
PIP DEMO ACCOUNT
DO NOT RELEASE
DO NOT DELIVER TO PIP
AUCKLAND
Postcode *
1234

Delivery Instructions:
Deliver to reception
CC Order Confirmation To Another Email
xyz@abc.com.au

[RETURN TO CART](#) [CONTINUE TO PAYMENT](#)

Payment
We accept Credit Card and Account Payment.

Order Summary
Quick View Edit
Subtotal (ex GST) \$66.65
Freight \$0.00
Plus GST \$10.00
Total (inc. GST) \$76.65

Delivery Address
Edit
Customer Reference Address
Test Order
PIP DEMO ACCOUNT
DO NOT RELEASE
DO NOT DELIVER TO PIP
AUCKLAND
1234
Standard Delivery
Deliver to reception

Payment
ACCOUNT CREDIT CARD
Cards Accepted: VISA
Card Number * Card Expiry Date (MM/YY)
Credit Card Number * May * Sep *
Card Security Code (CCV) * 3000
Name On Card *
First Name Last Name

[PROCESS PAYMENT](#)

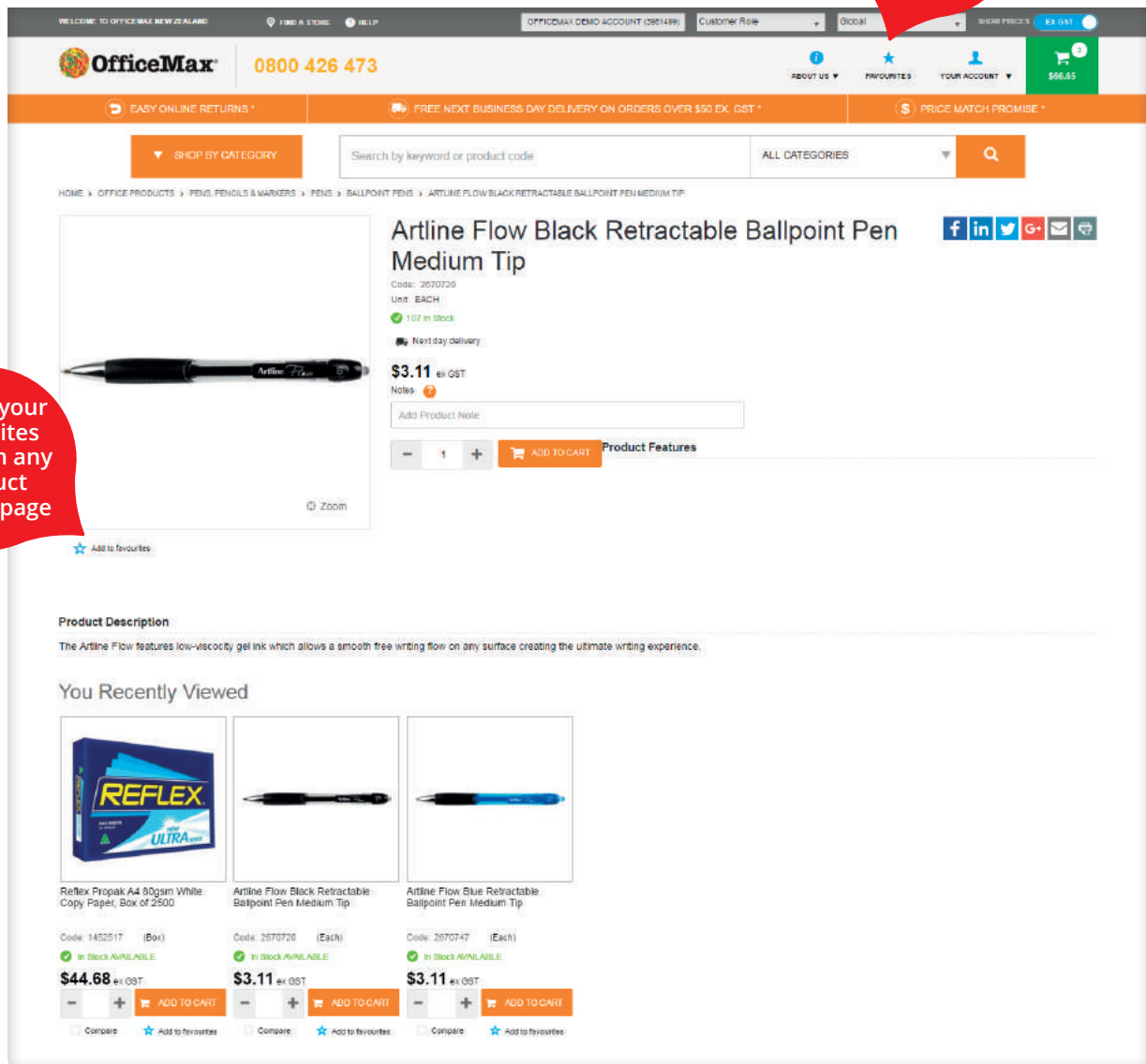
Products and prices shown are indicative only.

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

The screenshot shows the OfficeMax website interface. At the top, there's a navigation bar with the OfficeMax logo, contact number 0800 426 473, and links for account, login, and cart. Below this is a search bar and a 'SHOP BY CATEGORY' button. A large orange banner with the text 'LET'S GET IT DONE' is prominently displayed. Underneath, the 'Our Specials' section features six product tiles, each with an image, name, price, and an 'ADD TO CART' button. The products include a retractable ballpoint pen, a GBC 4455 Electric Binding Machine, a GBC 230 Multibind Manual Binding Machine, Org Organic Coffee Beans, Bunn Zandarelli Fresh Coffee Beans, and a Jet-Veld T2000 Thermopack Adhesive. A red speech bubble on the right side of the page says 'View our specials on the home page'. Below the specials, there's a paragraph about OfficeMax's commitment to service. Further down, there are three promotional banners: 'IT'S OUT NOW' for Max Deals, 'Create a better business' with a video link, and 'SHOP YOUR WAY' with contact information. The footer contains links for 'ABOUT US', 'GENERAL INFORMATION', 'CUSTOMER SERVICE', 'OTHER OFFICEMAX WEBSITES', and 'FOLLOW US'.

OfficeMax 0800 426 473

WELCOME TO OFFICEMAX NEW ZEALAND

Shop by category

Search by keyword or product code

ALL CATEGORIES

Welcome back, Vishal

LET'S GET IT DONE

Our Specials

Online Flow Blue Retractable Ballpoint Pen Medium Tip

GBC 4455 Electric Binding Machine

GBC 230 Multibind Manual Binding Machine

Org Organic Coffee Beans 1kg

Bunn Zandarelli Fresh Coffee Beans 1kg

Jet-Veld T2000 Thermopack Adhesive Blue 250ml Carton of 6

\$3.11 ex GST

\$1938.57 ex GST

\$1609.44 ex GST

\$54.10 ex GST

\$36.83 ex GST

\$350.43 ex GST

At OfficeMax we're here to help you get it done, whether it's at the office, at school, or in your home. Our category range includes Office Products, Paper, Ink & Toner, School Supplies, Art Supplies, Technology, Packaging, Cafe & Catering Supplies, Cleaning & Hygiene, Safety & First Aid Supplies, Furniture and Tools & Hardware. From [general stationery](#) and [paper](#), to health and hygiene services, education products or bespoke technology solutions, we really are a one stop shop! Our staff love what they do, and they have the knowledge and expertise to help you every step of the way. Whether you choose to shop online, in a retail store, or over the phone, we make it easy for you to do your best work.

IT'S OUT NOW

MAX DEALS

CLICK HERE

Create a better business

Watch this video to find out how we can add value

SHOP YOUR WAY

officemax.co.nz

0800 426 473

OfficeMax Stores

FIND YOUR NEAREST STORE

IT'S ALL ABOUT YOU

At OfficeMax we put you first. Our team works every day to deliver great value and service.

LET'S GET IT DONE

ABOUT US

OfficeMax Blog

Media Information

Careers

Education

Government

Business

Home

Sustainability

Social Responsibility

Procedures and Catalogues

GENERAL INFORMATION

Privacy Policy

Terms and Conditions

Price Match Promise

Our Product Range

OfficeMax Rewards

Home

Business Partner Standards

Terms of Use

CUSTOMER SERVICE

Help Contact Us

Policy Contact Website

Delivery Information

Procedures Return/Quarantine

Target Mail (Password?)

OTHER OFFICEMAX WEBSITES

MyOfficeMax

Contact Your Champion

Max in Shops

A Full Member Notice

Cartons at OfficeMax

FOLLOW US

f t i s y in

CURRENT ALERTS

*Terms and Conditions apply

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VISA

MasterCard

Amex

Novus

Products and prices shown are indicative only.

Handy Tools

Use the Ink & Toner finder

The screenshot displays the OfficeMax website's 'Ink & Toner' section. At the top, the OfficeMax logo and contact number 0800 426 473 are visible. Below the navigation bar, there's a search bar and a 'SHOP BY CATEGORY' button. The 'Ink & Toner' section features a 'Ink & Toner Finder' tool with input fields for 'Printer Brand', 'Printer Category', and 'Printer Model'. A red callout bubble on the left says: 'Use the 'Ink & Toner' finder to help you search for your ink and toner cartridges quickly'. Below the finder, there are three product categories: 'Calculator Ink Rollers', 'Fax Cartridges', and 'Ink Cartridges'. Each category has a grid of product images, names, codes, and 'QUICK VIEW' buttons. A 'VIEW ALL' link is present for each category.

Calculator Ink Rollers

Product Name	Code	Unit
Canon CR-19 Calculator Ink Roller	2205631	Unit Each
Canon CP20 Purple Calculator Ink Roller	1441318	Unit Each
Casio AD-4150 Calculator Power Adapter	1506488	Unit Each
Casio IR40 Calculator Ink Roller	1237454	Unit Each
Casio IR40T NR42 Calculator Ink Roller	1130471	Unit Each
Casio RB-32 Red/Black Calculator Ribbon	2360361	Unit Each

Fax Cartridges

Product Name	Code	Unit
Brother LC47BK Black Fax Ink Cartridge	2206026	Unit Each
Brother LC47BK Black Fax Ink Cartridges, Pack of 2	2201529	Unit Pack
Brother LC47C Cyan Fax Ink Cartridge	2206034	Unit Each
Brother LC47C3PK 3 Colour Fax Ink Cartridges, Pack of 3	2201545	Unit Pack
Brother LC47M Magenta Fax Ink Cartridge	2206033	Unit Each
Brother LC47Y Yellow Fax Ink Cartridge	2206043	Unit Each

Ink Cartridges

Product Name	Code	Unit
Brother LC39BK Black Ink Cartridge	3665544	Unit Each
Brother LC13BK Black Ink Cartridge	3677369	Unit Each
Brother LC131C Cyan Ink Cartridge	3677371	Unit Each
Brother LC131M Magenta Ink Cartridge	3677365	Unit Each
Brother LC131Y Yellow Ink Cartridge	3677363	Unit Each
Brother LC13BK Black Ink Cartridge	3647668	Unit Each

Products and prices shown are indicative only.

Handy Tools

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

The screenshot shows the OfficeMax website interface. At the top, there's a navigation bar with the OfficeMax logo, contact number 0800 426 473, and links for ABOUT US, FAVORITES, and YOUR ACCOUNT. Below this is a search bar and a category dropdown menu. The main content area is titled 'Notebook Computers' and features a list of products. Each product entry includes a thumbnail image, the product name, code, unit price, and a price tag. A red callout bubble points to the 'Add to compare' button on the right side of the product list. At the bottom, there's a 'Products to compare' section showing three selected products: HP ProBook 430 Touch Notebook, HP 15 Series Notebook, and Apple MacBook Pro 13" Notebook.

Product	Code	Unit	Price (ex GST)
HP ProBook 430 Touch Notebook, i3 5010U, 13.3", 4GB	2693708	Unit Each	\$1145.00
HP ProBook 450 Notebook, i3 5010U, 15.6", 4GB	2693828	Unit Each	\$1095.00
HP 15 Series Notebook AF108AU 15.6" Win10, Silver	2695715	Unit Each	\$564.35
Apple MacBook Pro 13" Notebook	2333422	Unit Each	\$1738.26
Apple MacBook Air 11" MJVM2/A	2690047	Unit Each	\$1390.40

Products and prices shown are indicative only.

Handy Tools

Products to compare:




HP ProBook 430 Touch Notebook , i3 5010U, 13.3", 4GB

HP 15 Series Notebook AF108AU 15.6" Win10, Silver

Apple MacBook Pro 13" Notebook

REMOVE ALL

COMPARE SELECTED

			
Product Code	2693798	2333422	2695715
Stock	Low Stock	Low Stock	TEMPORARILY OUT OF STOCK
Price	\$1,145.00	\$1,738.26	\$564.35
Delivery	-	Delivery 5-7 Working Days	-
Category	Notebook Computers	Notebook Computers	Notebook Computers
	Delivery Charges Apply	-	-
	<div><div>-</div><div></div><div>+</div></div>	<div><div>-</div><div></div><div>+</div></div>	<div><div>-</div><div></div><div>+</div></div>
Add to Cart	<div><div></div>ADD TO CART</div>	<div><div></div>ADD TO CART</div>	<div><div></div>ADD TO CART</div>

Make an
informed choice
by comparing
several products
at once

Products and prices shown are indicative only.

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

View your account details

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

The screenshot shows the OfficeMax website interface. At the top, there's a navigation bar with the OfficeMax logo, phone number 0800 426 473, and a 'YOUR ACCOUNT' menu. Below this is a banner with the text 'Welcome back, Vishal' and a large orange graphic that says 'LET'S GET IT DONE'. A sidebar on the right contains a 'YOUR ACCOUNT' dropdown menu with options like 'YOUR ORDER HISTORY', 'YOUR ORDER TEMPLATES', 'YOUR ORDERS ON HOLD', 'APPROVE YOUR ORDERS', 'IMPORT YOUR ORDERS', 'ORDERS WAITING PAYMENT', 'PAY YOUR ACCOUNT', 'REPRINT YOUR INVOICES', 'YOUR ACCOUNT STATEMENT', 'SELECT YOUR ACCOUNT', 'VIEW YOUR DETAILS', 'VIEW YOUR PREFERENCES', 'CHANGE YOUR PASSWORD', and 'LOGOUT'. Below the banner is a section titled 'Our Specials' featuring six products: Artline Flow Blue Retractable Ballpoint Pen, GBC C450E Electric Binding Machine, GBC 230 Multibind Manual Binding Machine, Org Organic Coffee Beans 1kg, Buondi Zandarelli Fresh Coffee Beans 1kg, and 3M Jet Weld TE200 Thermoplastic Adhesive Glue. Each product has a price, an 'ADD TO CART' button, and a 'Compare' link. At the bottom, there's a footer with the OfficeMax logo and a message about their commitment to service.

Products and prices shown are indicative only.

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

Handy Tools

Invoice reprint facility*

Reprint Your invoice
Below is a list of orders invoices that you can reprint.

Search Range
Select customer account, then nominate search criteria.

Customer Account:
97063822 - WEST COAST DIST HEALTH BOARD

and

Invoice Date From: 01/03/2016 Invoice Date To: 01/03/2016
or
Invoice Number From: Invoice Number To:

Quick Search
Enter invoice number(s) separated with a comma or enter each invoice number on a new line.

Search Values:

Search Results

Filter Results

Please Note: A maximum of 20 invoices may be selected with each reprint request

5 records, (1 page)

Invoice	Invoice Date	Bill To	Account	Details	Invoice Amount	Amount Owing	Options
12152262	29/02/2016	97063822	2035370	CSSD	\$156.87	\$156.87	<input type="checkbox"/> Reprint
12152706	29/02/2016	97063822	2010312	2010312	\$215.58	\$215.58	<input checked="" type="checkbox"/> Reprint
12152991	29/02/2016	97063822	7028608	7028608	\$31.08	\$31.08	<input checked="" type="checkbox"/> Reprint
12153645	29/02/2016	97063822	7028630	ANNIE	\$417.97	\$417.97	<input type="checkbox"/> Reprint
12154347	29/02/2016	97063822	2056386	MCBREARTY	\$75.16	\$75.16	<input type="checkbox"/> Reprint

☒ SELECT ALL ☒ CLEAR ALL ☒ REQUEST SELECTED INVOICE(S)

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)

The screenshot displays the OfficeMax website interface. At the top, the header includes the OfficeMax logo, contact number 0800 426 473, and navigation links like 'ABOUT US', 'FAVOURITES', and 'YOUR ACCOUNT'. A red callout bubble points to the 'YOUR ACCOUNT' menu, listing options: 'YOUR ORDER HISTORY', 'YOUR ORDER TEMPLATES', 'YOUR ORDERS ON HOLD', 'APPROVE YOUR ORDERS', 'IMPORT YOUR ORDERS', 'ORDERS WAITING PAYMENT', 'PAY YOUR ACCOUNT', 'REPRINT YOUR INVOICES', 'YOUR ACCOUNT STATEMENT', 'SELECT YOUR ACCOUNT', 'VIEW YOUR DETAILS', 'VIEW YOUR PREFERENCES', 'CHANGE YOUR PASSWORD', 'LOGOUT', and 'ADD TO CART'. Another red callout bubble points to the 'YOUR ORDERS ON HOLD' option, stating: 'Put orders on hold if you are not ready and return to your orders later'. The main content area shows a search for 'Notebook Computers' with 14 results. The results list various HP and Apple notebooks with their prices and availability status. A third red callout bubble points to the 'ADD TO CART' button, stating: 'Access your own customised templates'.

Access your own customised templates

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

Products and prices shown are indicative only.

Help?

Live chat connects you directly to someone who can help while staying on the website

LET'S GET IT DONE

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