# 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** (8.00am – 7:30pm, Monday to Friday)

*Except on items shipped from supplier*
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

Sort your search results by brand or product name

Organise your results by list or grid view

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

Browse by product categories

Products and prices shown are indicative only.

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Online Helpdesk

0800 682 638
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

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Online Helpdesk
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
Ordering Made Simple

Add delivery and payment details then submit order

Enter your delivery details and proceed to payment

Check delivery details

Enter payment details and submit order

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

Products and prices shown are indicative only.
Handy Tools

Add products to your favourites

Products and prices shown are indicative only.
Handy Tools

View our specials

Products and prices shown are indicative only.
Use the ‘Ink & Toner’ finder to help you search for your ink and toner cartridges quickly.
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

View your account details

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

Welcome back, Vishal

Let's Get It Done

Our Specials

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)

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.

A convenient list of ‘Frequently Asked Questions’

Request an easy online return via OfficeMax.

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