



[www.officemax.co.nz](http://www.officemax.co.nz)

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## Introduction to OrderMax

**OrderMax** is the new online face of **OfficeMax**. It offers all the great features you currently value, like real time stock availability, live online pricing, together with enhanced product and environmental information. OrderMax provides a more intuitive system for catalogue search and order placement; all bundled up with a fresh new look.

## Quick & Easy Order Creation

- Search/Advanced Search
- Browse using Image/Breadcrumb Navigation
- Blank Order Form
- Favourites Menu – Customised Order Forms
- Create your own "Favourites" list – Order Template
- Begin Building Your "Cart"
- "View Cart" to "Checkout"

## Enhanced Product Information

- "Home Page" Explained
- "Product Grid" Explained
- Environmental Information
- MSDS (Material Safety Data Sheets) Information
- Product Information Sheets
- Product Images
- We Suggest Products
- Consumables

## Additional Benefits

- Order Tracking
- Orders On-Hold
- Select/Change Accounts while Logged In
- Request RA
- Admin Menu

## Online Support

- Technical Helpdesk

## OrderMax – Log In

To login to OrderMax go to [www.officemax.co.nz](http://www.officemax.co.nz), click on the OrderMax link, enter your User Id and Password (Please note these are case sensitive). **Remember me** - tick this box to ensure the system remembers your "User ID" for next time.

**OfficeMax**  
login corporate webpage online support forgotten password

**Email Address**  
john.citizen@officemax.co.n

**Password**  
.....  
Forgot password?  
 Remember my details

Login

Online Support  
Register Now

**When it comes to office supplies, Max means more...**

More savings, bigger range and better service, so you get maximum value for your business. Get the advantage with OfficeMax!

PRECIOUS MOMENTS BROUGHT BACK TO LIFE WITH HP.  
**Purchase** 5 HP Toner Cartridges  
**Receive** Digital Photo Frame or \$150 cashback RRP \$315  
**Purchase** 1.5 HP Toner Cartridges  
**Receive** A Digital Camera or \$500 cashback RRP \$999  
www.hp.co.nz/supplies

**\$22.21** each  
~~\$24.99~~ Incl. GST  
**2GB Imation USB Nano Flash Drive** 1986147

The first time you log in to **OrderMax** you will be asked to "change your password." You must do this before you can commence ordering.

**OfficeMax** Orders on Hold: 1 Cart Items 0 Total Value \$0.00 view cart log out

home orders templates select account admin

Welcome John Citizen  
Account: 3961499

Search advanced search >

**Browse Categories**

- Environmental Products
- OfficeMax Range
- Writing Instruments
- Paper Stationery
- General Stationery
- Filing
- Packaging
- Cafeteria
- Hygiene & Safety
- Presentation & Conference

Since this is your first login, you must choose a new password

**Change Password**

John Citizen

Login ID : john.citizen@officemax.co.nz

New Password :  
Confirm New Password :

Update

If you do not have an OrderMax login, please click on the "Register Now" link on the homepage and fill out the registration form. An OrderMax customer service member will contact you either by phone or by email to confirm the registration.

## OrderMax Navigation

OrderMax has two main navigation types; Catalogue and Functional Navigation.

- **Catalogue Navigation by Category**

There are three types of Category Navigation:

1. Product Category navigation is available from every screen
2. Home page Category Image navigation
3. Breadcrumb trail navigation when drilling down to products.

- **Functional Navigation**

At the top of the screen you will find the main menu. Users can access all the additional benefits of **OrderMax** using these menus -

### **Orders**

- Blank Order
- Order Tracking
- Request Return Authority
- Orders on hold

### **Templates**

- Customized order forms
- Favourites

### **Accounts**

- Select Account

### **Admin**

- User Preferences
- Change Password

## OrderMax – Quick & Easy Order Creation

- Search to “Add to Cart”

Search is available from every screen within **OrderMax**.

In the “Search” field enter “blue ballpoint pen” then press the “Go” button or hit “Enter” on your keyboard. Below are the results that appear. (Note: You can use “product code”, key-words such as “Brand” or “product description”.)

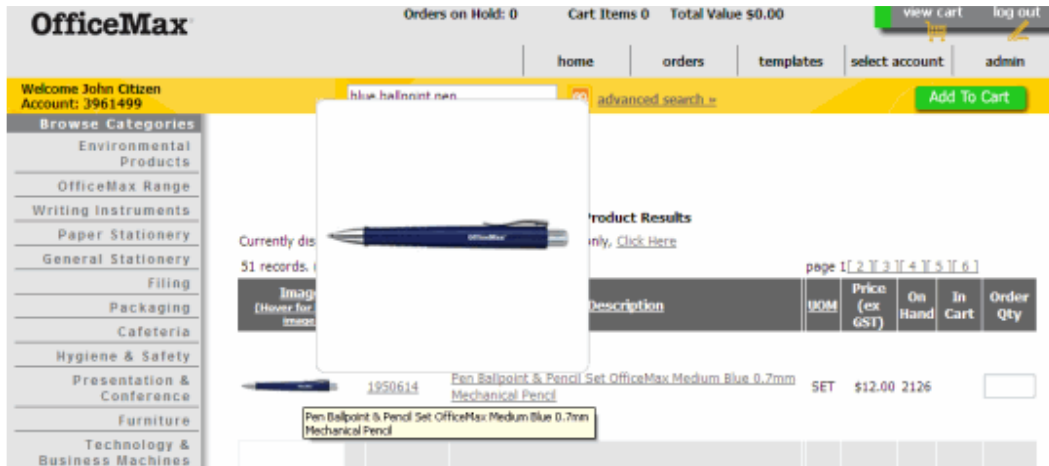
The screenshot shows the OfficeMax website interface. At the top, there's a navigation bar with 'Orders on Hold: 0', 'Cart Items 0', and 'Total Value \$0.00'. A search bar contains 'blue ballpoint pen' and a 'GO' button. Below the search bar, there's a 'Product Results' section. It shows '51 records. (6 pages)' and 'page 1' with navigation links. The results are displayed in a table with columns: Image, Product Code, Description, UOM, Price (ex GST), On Hand, In Cart, and Order Qty. Two items are visible:

Image (Hover for larger image)	Product Code	Description	UOM	Price (ex GST)	On Hand	In Cart	Order Qty
	1950614	Pen Ballpoint & Pencil Set OfficeMax Medium Blue 0.7mm Mechanical Pencil	SET	\$12.00	2126		<input type="text"/>
	1952145	Pen Ballpoint Fine Blue OfficeMax Capped Box of 10 0.7mm	BOX	\$5.32	986		<input type="text"/>

When your product results are returned, the items displayed will contain any of the words in the description “Blue”, “Ballpoint” and “Pen”. The more descriptive your search criteria the fewer and more exact the results will be.

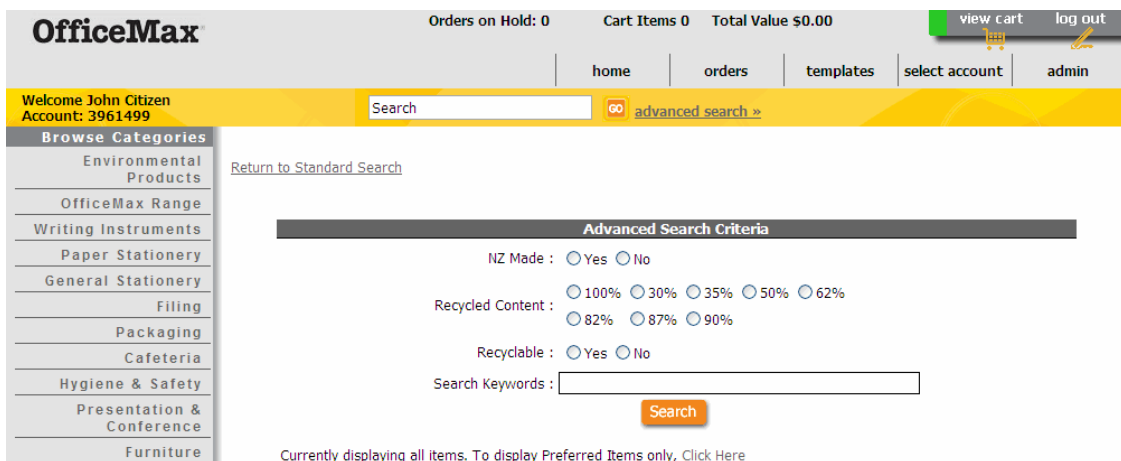
To add items to your “Cart” enter a quantity in the “Order Quantity” field and click the “Add to Cart” button.

Place your mouse on the image to view a larger picture of that item, along with a description of the product.



- **Advanced Search**

For further search options, click the "advanced search" button. Choose your criteria and click Search.



## OrderMax – Quick & Easy Order Creation (Cont'd)

- Browse to “Add to Cart” using Image/Breadcrumb Navigation

You have two choices to start your browsing – either choose a Category from the left Product Category navigation panel or simply click on the Category Image in the main part of the screen. Either will take you to the next category level.

The screenshot displays the OfficeMax website interface. At the top, the OfficeMax logo is on the left, and order status (Orders on Hold: 0, Cart Items 0, Total Value \$0.00) and user options (view cart, log out) are on the right. Below the logo, a navigation bar includes links for home, orders, templates, select account, and admin. A yellow banner below the navigation bar displays the user's name (John Citizen), account number (3961499), and a search bar with an advanced search link. On the left side, a vertical 'Browse Categories' panel lists various product categories. The main content area features a 4x4 grid of category images, each with a corresponding label below it. At the bottom of the page, there are four service guarantees: customer service (0800 426 473), credit card security (safe shopping guaranteed), easy returns (refunds & exchanges), and contact us (Details). The footer contains copyright information for 2006 and 2001, along with links for terms and conditions and a site map.

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

[home](#) [orders](#) [templates](#) [select account](#) [admin](#)

Welcome John Citizen  
Account: 3961499

Search [GO advanced search >>](#)

**Browse Categories**

- Environmental Products
- OfficeMax Range
- Writing Instruments
- Paper Stationery
- General Stationery
- Filing
- Packaging
- Cafeteria
- Hygiene & Safety
- Presentation & Conference
- Furniture
- Technology & Business Machines
- Art & Design
- Teaching Resources
- Sports & Recreation
- Textbooks

Environmental Products OfficeMax Range Writing Instruments Paper Stationery

General Stationery Filing Packaging Cafeteria

Hygiene & Safety Presentation & Conference Furniture Technology & Business Machines

Art & Design Teaching Resources Sports & Recreation Textbooks

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

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You are now able to choose from the displayed categories to drill down to the next level - repeating this process will take you down to a list of items where you are able to begin adding items to your cart.



- **Blank Order Form to "Add to Cart"**

The Blank Order form is available under the "orders" tab.

Add your product codes and quantities as required. If you don't know the exact product code, you can enter keywords in the code field, like "Copysafe pockets". The system will return a list of items codes that match the keywords. Enter the appropriate quantity in the Qty box and then click Update Order to add the product to your shopping cart.

The screenshot shows the OfficeMax website interface. At the top, it displays 'Orders on Hold: 0', 'Cart Items 0', and 'Total Value \$0.00'. There are links for 'view cart' and 'log out'. The navigation menu includes 'home', 'orders' (highlighted), 'templates', 'accounts', and 'admin'. A welcome message for 'John Citizen' with account number '3961499' is visible. A search bar contains the text 'environmental search'. Below the search bar are buttons for 'Save as Template', 'Hold Order', 'Print Order', 'Update Order', and 'Checkout'. The main content area features a table with columns: Line, Product Code, Description, Price (ex GST), Quantity, Extended Price (ex GST), Unit Description, and Delete? all. The first row is populated with 'Code: 2285169 - Pocket Copysafe A4 Green Colour', 'Qty: 2', and 'Note:'. Below this are three empty rows for adding more items.

- **Favourites Menu - Customised Order Forms to "Add to Cart"**

A list of customized order forms can be loaded under a customer's account to make ordering easy. The COF lists are based on the customer's order history to ensure accuracy of products. If applicable, please talk to your Account Manager to get these set up.

The screenshot shows the OfficeMax website interface with the 'templates' tab selected. The top navigation bar shows 'Orders on Hold: 0', 'Cart Items 0', and 'Total Value \$0.00'. The navigation menu includes 'home', 'orders', 'templates' (highlighted), 'select account', and 'admin'. A welcome message for 'John Citizen' with account number '3961499' is visible. A search bar contains the text 'advanced search'. Below the search bar is a 'Customised Order Forms' section with a 'Return to Current Order' link. The main content area features a table with columns: TemplateName, Company Template, DateCreated, Created By, Total, and buttons for 'View' and 'Delete'. The table lists five templates: 'General Stationery Items', 'Photocopier Paper', 'Presentation Products', 'Stationery Essentials', and 'Writing Instruments'. At the bottom, it shows '5 records. (1 page)' and 'page 1'.

TemplateName	Company Template	DateCreated	Created By	Total		
General Stationery Items	Yes	28-Feb-2008	Online	\$0.00	View	Delete
Photocopier Paper	Yes	11-Oct-2007		\$0.00	View	Delete
Presentation Products	Yes	11-Oct-2007		\$0.00	View	Delete
Stationery Essentials	Yes	11-Oct-2007		\$0.00	View	Delete
Writing Instruments	Yes	11-Oct-2007		\$0.00	View	Delete

- **Favourites Menu - Customised Order Forms to "Add to Cart" (Cont'd)**

**Browse Categories**

- Environmental Products
- OfficeMax Range
- Writing Instruments
- Paper Stationery
- General Stationery
- Filing
- Packaging
- Cafeteria
- Hygiene & Safety
- Presentation & Conference
- Furniture
- Technology & Business Machines
- Art & Design
- Teaching Resources
- Sports & Recreation
- Textbooks

### Customised Order Forms

[Return to Current Order](#)

[Return to List of Templates](#)

Line	Product Code	Description	Price (ex GST)	Quantity	Extended Price (ex GST)	Delete?
1.00	<a href="#">1932209</a>	Paper A4 80gsm IQ Triotec Prem White Premium Copy Ream of 500 sheets Triotech Photocopy (Notes for Your Ref.)	\$7.10	<input type="text" value="0"/>	\$0.00	
<b>Available : 9485</b>						
		<input type="text"/>				<input type="checkbox"/>
2.00	<a href="#">2220296</a>	Paper Maestro A4 80gsm Canary /Lemon Tinted Ream of 500 Sheets (Notes for Your Ref.)	\$11.55	<input type="text" value="0"/>	\$0.00	
<b>Available : 3949</b>						
3.00	<a href="#">2220261</a>	Paper Maestro A4 80gsm Pink Tinted Ream of 500 Sheets (Notes for Your Ref.)	\$11.55	<input type="text" value="0"/>	\$0.00	
<b>Available : 2275</b>						

Code :  Qty :

Code :  Qty :

Code :  Qty :

**Order Total (ex GST) : \$0.00**

**Plus GST : \$0.00**

**Order Total (inc GST) : \$0.00**

Copy Items To Current Order

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

Add the relevant quantity in the Quantity box and click "Copy items to Current Order" to transfer the product to the shopping cart.

## Creating your "Favourites" List

When browsing through the catalogue and drilling down to the "Product View", the "Add to Favourites" button will display. You can create your own list of products that you think you might order frequently and add them to your "Favourites" List.

Welcome John Citizen  
Account: 3961499

home orders templates select account admin

Search  [Go](#) [advanced search >](#) [Add To Cart](#)

**Browse Categories**


- Environmental Products
- OfficeMax Range
- Writing Instruments
- Paper Stationery
- General Stationery
- Filing
- Packaging
- Cafeteria
- Hygiene & Safety
- Presentation & Conference
- Furniture
- Technology & Business Machines
- Art & Design
- Teaching Resources
- Sports & Recreation
- Textbooks

[Home > OfficeMax Range > General Stationery > Scissors & Cutters > Scissors](#)

**Scissors OfficeMax General 135mm OfficeMax Blue Moulded Grip**

Product Code	Unit	Price Ex GST	On Hand	In Cart	Qty
1916718	EACH	\$13.32	474		<input type="text"/>

Perfect for cutting light cardboard, paper, tape, cloth and many other materials. Moulded grip handles for comfortable, easy cutting.



[Add to Favourites](#)

**We suggest**

Alternative Products:				
Product Code	Description	Price (ex GST)	On Hand	Qty
1174304	Scissors Standard 210mm OfficeMax Orange Handle	\$2.66	16732	<input type="text"/>

hover over product code

If you wish to add an item as a favourite, simply click the "Add to Favourites" button. The item will be added to the list under the "Favourites" menu option. The list of favourites allows you to add items to your "Cart" quickly and easily.

To delete items from your "Favourites List" use the "Delete" button at the end of each line. To remove all the items from the list use "Clear Favourites".

## Adding items from your "Favourites" List to your order

You can choose the correct item from the list, enter the required quantity in the Qty field and click "Add to Cart" - the items will be added to the "Cart" and the Blank Order will refresh ready to use again.

**OfficeMax**
Orders on Hold: 0    Cart Items 0    Total Value \$0.00
view cart    log out

home    orders    **templates**    select account    admin

Welcome John Citizen  
Account: 3961499





advanced search >
Add To Cart

**Browse Categories**

- Environmental Products
- OfficeMax Range
- Writing Instruments
- Paper Stationery
- General Stationery
- Filing
- Packaging
- Cafeteria
- Hygiene & Safety
- Presentation & Conference
- Furniture
- Technology & Business Machines
- Art & Design
- Teaching Resources
- Sports & Recreation
- Textbooks

Currently displaying all items. To display Preferred Items only, [Click Here](#)

4 records. (1 page) page 1

Image <small>(Hover for larger image)</small>	Product Code	Description	UOM	Price (ex GST)	On Hand	In Cart	Order Qty
	1916718	Scissors OfficeMax General 135mm OfficeMax Blue Moulded Grip	EACH	\$13.32	474		<input style="width: 40px;" type="text"/> <span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span>
	1941275	Dispenser Soap Polar Spray For Spray Soap 2170163 Hygenex	EACH	\$21.68	12		<input style="width: 40px;" type="text"/> <span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span>
	1951734	Marker Whiteboard Bullet Officemax Medium Assorted Colours Standard Set of 4	SET	\$9.02	434		<input style="width: 40px;" type="text"/> <span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span>
	2223112	Stamps Postage \$1.00 Pack of 10	PACK	\$8.88	1305		<input style="width: 40px;" type="text"/> <span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span>

Add to Cart

4 records. (1 page) page 1

Clear Favourites

✓ customer service  
0800 426 473

✓ credit card security  
safe shopping guaranteed

✓ easy returns  
refunds & exchanges

✓ contact us  
[Details](#)


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## OrderMax – Quick & Easy Order Creation (Cont'd)

- **Begin Building your Cart**

Once you click the "Add to Cart" button, a message in "red" will appear below the search bar confirming the quantity of items have been added to your cart.

The screenshot shows the OfficeMax website interface. At the top, it displays 'Orders on Hold: 0', 'Cart Items 1', and 'Total Value \$11.19'. There are links for 'view cart' and 'log out'. Below this is a navigation bar with 'home', 'orders', 'templates', 'select account', and 'admin'. A yellow banner contains the user's name 'John Citizen', account number '3961499', a search bar, and an 'Add To Cart' button. A message in red text states '5 Items have been added to your order.' Below this is a breadcrumb trail: 'Home > Writing Instruments > Markers > Permanent Markers'. A list of product categories is shown on the left, including 'Environmental Products', 'OfficeMax Range', 'Writing Instruments', 'Paper Stationery', 'General Stationery', 'Filing', 'Packaging', 'Cafeteria', 'Hygiene & Safety', 'Presentation & Conference', and 'Furniture'. The main content area shows a table of search results for 'Permanent Markers'. The table has columns for 'Image', 'Product Code', 'Description', 'UOM', 'Price (ex GST)', 'On Hand', 'In Cart', and 'Order Qty'. The first row shows a black marker with product code '2260719', description 'Marker Permanent OfficeMax Bullet Black Medium', UOM 'EACH', price '\$1.99', on hand '6485', and '5' in the 'In Cart' column. A red arrow points to the 'MSDS' link below the description.

Image (Hover for larger image)	Product Code	Description	UOM	Price (ex GST)	On Hand	In Cart	Order Qty
	2260719	Marker Permanent OfficeMax Bullet Black Medium →MSDS	EACH	\$1.99	6485	5	<input type="text"/>

If an item already exists in the cart then the "In Cart" column will show the quantity in "red".

- **The "Cart" Explained**

The "Cart" is where all the "line items" of your order are stored. The "Cart" contains a number of options:

- "Add" a product, "Edit" a quantity or "Delete" a product
- "Add Notes" per line item
- "Hold Orders" allows you to place an order "On Hold" if you need to complete a small urgent order, in between building your existing order
- "Print Order" previews the order and gives you the option to "Print"
- "Update Order" changes/deletes lines
- "Checkout Order" takes you to the order completion screen to "Submit" your order

Line	Product Code	Description	Price (ex GST)	Quantity	Extended Price (ex GST)	Delete?
1.00	2260719	Marker Permanent OfficeMax Bullet Black Medium (Notes for Your Ref.) <b>Available : 6479</b>	\$1.99	5	\$9.95	<input type="checkbox"/>
2.00	2220938	Paper A4 80gsm OfficeMax Multi Purpose Photocopy Ream of 500 Sheets (Notes for Your Ref.) <b>Available : 47451</b>	\$6.04	10	\$60.40	<input type="checkbox"/>

Code :  Qty :   
 Code :  Qty :   
 Code :  Qty :

**Order Total (ex GST) : \$70.35**  
**Plus GST : \$8.79**  
**Order Total (inc GST) : \$79.14**

Update Order  
 Save as Template  
 Hold Order  
 Print Order  
 Checkout

The "Cart" also has the ability to add notes to each line. Simply click "Notes for your ref" and the page will refresh with an empty field below the product description. Enter your notes and select "Update Order" to save the changes.

The "Notes" will appear beneath the line item description the note is intended for on your invoice/packing slip and is used for your own reference, i.e. for "Jo in Accounts."

- **Hold Order**

Note: "Orders on Hold" does not reserve stock.

OfficeMax® Orders on Hold: 1 Cart Items 0 Total Value \$0.00 [view cart](#) [log out](#)

Welcome John Citizen Account: 3961499  [advanced search >](#)

**Orders On Hold**

**Your Current Order has been placed on hold.**  
Please enter a Reference for this order to help identify it.

Hold Reference:

OrderID	OrderDate	Customer Code	Hold Reference	Total			
TBA	21-Feb-2008	3961499		\$79.14	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="button" value="Activate"/>

1 records. (1 page) page 1

Select the "Hold Order" button to place the current order "On Hold". The "Orders on Hold" screen will display, enter a "Hold Reference" in the field then select "Update". The "Orders on Hold" will display in the grid with the saved "Hold Reference" beside it. Note: "Hold Reference" descriptions should be meaningful to the creator.

OfficeMax® Orders on Hold: 1 Cart Items 0 Total Value \$0.00 [view cart](#) [log out](#)

Welcome John Citizen Account: 3961499  [advanced search >](#)

**Orders On Hold**

OrderID	OrderDate	Customer Code	Hold Reference	Total			
TBA	21-Feb-2008	3961499	John's order for March	\$79.14	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="button" value="Activate"/>

1 records. (1 page) page 1

To view an "Orders on Hold" select "View" - the "Order Details" screen will display.

To "Print" an on-hold order, select "Printer-friendly version" at the top left of the "Order Details" screen and the "Print Preview" screen will display the order.

OfficeMax® Orders on Hold: 1 Cart Items 0 Total Value \$0.00 [view cart](#) [log out](#)

[home](#) [orders](#) [templates](#) [select account](#) [admin](#)

Welcome John Citizen Account: 3961499  [advanced search >](#)

**Browse Categories**

- Environmental Products
- OfficeMax Range
- Writing Instruments
- Paper Stationery
- General Stationery
- Filing
- Packaging
- Cafeteria
- Hygiene & Safety
- Presentation & Conference
- Furniture

[Return to Orders](#) : [Printer-friendly version](#)

**Order Details for Order # TBA**

Order Status : Awaiting Action  
 Entered By : john.citizen@officemax.co.nz  
 Sales Order Date : 21-Feb-2008 Preferred Delivery Date : 21-Feb-2008  
 Customer Reference : Consignment Note :  
 Warehouse Code : (BOAK) Auckland DC Reliable Way  
 Customer Details : OFFICEMAX ECOMMERCE DEMO A/C

Line	Stock Code	Description	Order Qty	Unit	Price (ex.)	per	Total (inc.)	Approved
1	2260719	Marker Permanent OfficeMax Bullet Black Medium	5	EACH	\$1.99	EACH	\$11.19	Yes
2	2220938	Paper A4 80gsm OfficeMax Multi Purpose Photocopy Ream of 500 Sheets	10	REAM	\$6.04	REAM	\$67.95	Yes

To "Delete" an order from the "Orders on Hold" list, select "Delete".  
 To continue adding to the order, select "Activate."

To ensure you are continuing the order under the correct account, locate your name under the OfficeMax logo on the top left of the screen; the account number will be listed below it.



- **Print Order**

To print the order in the "View Cart" select "Print Order", then select "Print" on the following popup screen, when your order has printed, select "Back" to return to "View Cart" (the popup screen will close).

**OfficeMax Order Review**  
OFFICEMAX ECOMMERCE DEMO A/C

Line	Stock Code	Description	Order Qty	Unit	Price (ex.)	per	GST	Total (inc.)
1	2260719	Marker Permanent OfficeMax Bullet Black Medium	5	EACH	\$1.99	EACH	\$1.24	\$11.19
2	2220938	Paper A4 80gsm OfficeMax Multi Purpose Photocopy Ream of 500 Sheets	10	REAM	\$6.04	REAM	\$7.55	\$67.95

Order Total (ex GST) : \$79.14  
 GST Amount : \$8.79  
 Order Total (inc GST) : \$87.93

- **Checkout Order**

To finalise your order and submit it to OfficeMax, select "Checkout Order" in View Cart.

**Browse Categories**

- Environmental Products
- OfficeMax Range
- Writing Instruments
- Paper Stationery
- General Stationery
- Filing
- Packaging
- Cafeteria
- Hygiene & Safety
- Presentation & Conference
- Furniture
- Technology & Business Machines
- Art & Design
- Teaching Resources
- Sports & Recreation
- Textbooks

**Order Conclusion Details**

Confirm your order details before continuing

**Order Review**

Customer Reference :

Delivery Address : OFFICEMAX ECOMMERCE DEMO A/  
DO NOT RELEASE  
\*\*\*\*\*DO NOT DELIVER\*\*\*\*\*  
\*\*\*\*\*PH PJP 95039\*\*\*\*\*

Comments :

Your Order	
Order Total (ex GST):	\$70.35
Plus GST:	\$8.79
Order Total (inc GST):	\$79.14
Item Name	Total(inc.)
5 2260719 - Marker Permanent OfficeMax Bullet Black Medium	\$11.19
10 2220938 - Paper A4 80gsm OfficeMax Multi Purpose Photocopy Ream of 500 Sheets	\$67.95

The "Order Conclusion Details" screen will display, check your delivery details and enter your customer reference/Purchase Order Number and any instructions into the "Delivery Instructions" field that need to be viewed by the delivery driver.

After you have reviewed your order, select "Submit Order" - the order will be sent directly to OfficeMax and billed to your Account or through to Credit Card Payment.

## OrderMax – Enhanced Product Information

- **Product Grid explained, including -**
- **Environmental Information**
- **MSDS (Material Safety Data Sheets) Information**
- **Product Information Sheets**

The “Product Grid” displays the following information:

Product Image (both thumbnail and larger hover over image), Product Code, Product Description, UOM (Unit of Measure), Price ex GST, On Hand, In Cart, Order Quantity.

Where applicable, you will view Information Arrows such as Environmental Information, links to **MSDS** (Material Safety Data Sheet) information, Product Information and other valuable information, e.g.

- ➔ NZ Made
- ➔ MSDS
- ➔ ECF
- ➔ FSC
- ➔ Recyclable

- **Preferred Products**

Preferred Products are items that are important to a particular customer and items they will order frequently from us. These items are usually contract priced by the account manager and therefore, appear with an orange tick next to them.

On the top left hand corner of the product grid header row, **OrderMax** gives you the opportunity to customise your product display, by choosing to display preferred items only. Please contact your Account Manger for more information on ‘Preferred Products’. The preferred item is marked with an orange tick, as shown below –

Image (Click for larger image)	Product Code	Description	UOM	Price (ex GST)	On Hand	In Cart	Order Qty
	1002821	Paper A4 80gsm Reflex White Copy Ream of 500 Sheets ➔ FSC ➔ Recyclable	<input checked="" type="checkbox"/> REAM	\$5.72 14447			<input type="text"/>

- **Product View Explained**

The "Product View" displays the same information at product line level as the "Product Grid" but can contain longer descriptions to assist you in choosing the correct product. Where applicable we have "We suggest" (for alternative or substitute products) and/or "Consumables to Use" options for you to select. You will also see a larger image of the product on this screen.

**Browse Categories**

- Environmental Products
- OfficeMax Range
- Writing Instruments
- Paper Stationery
- General Stationery
- Filing
- Packaging
- Cafeteria
- Hygiene & Safety
- Presentation & Conference
- Furniture
- Technology & Business Machines
- Art & Design
- Teaching Resources
- Sports & Recreation
- Textbooks

[Home](#) > [General Stationery](#) > [Correction Products](#) > [Correction Pens](#)

**Correction Pen Steel Point Pentel**

Product Code	Unit	Price Ex GST	On Hand	In Cart	Qty
1030019	EACH	\$5.32	3600		<input type="text"/>

A metal point ensures more precise corrections. The squeezable barrel puts you in control of the liquid flow so you get just enough to do your correction without flooding. Quick drying with a built-in pocket clip. Order 12 to receive one box.



**We suggest**

Alternative Products:				
Product Code	Description	Price (ex GST)	On Hand	Qty
1329596	Correction Pen Metal Tip Uni CLP300	\$5.32	211	<input type="text"/>
2333872	Correction Pen Sakura 5ml	\$3.33	0	<input type="text"/>

hover over product code

[Add to Favourites](#)

- Product View Explained (Cont'd)

**OfficeMax**
Orders on Hold: 1    Cart Items 3    Total Value \$87.13
view cart    log out

home    orders    templates    select account    admin

Welcome John Citizen  
Account: 3961499
Search 
advanced search >>
Add To Cart

**Browse Categories**

- Environmental Products
- OfficeMax Range
- Writing Instruments
- Paper Stationery
- General Stationery
- Filing
- Packaging
- Cafeteria
- Hygiene & Safety
- Presentation & Conference
- Furniture
- Technology & Business Machines
- Art & Design
- Teaching Resources
- Sports & Recreation
- Textbooks

[Home](#) > [Technology & Business Machines](#) > [Business Machines](#) > [Printers](#) > [Colour Multi-Function Machines](#)


**Printer MFC DCP130C Brother All In One Inkjet Multifunctio**

Product Code	Unit	Price Ex GST	On Hand	In Cart	Qty
2312204	EACH	\$88.00	1		<input type="text"/>

**Brother DCP130C Inkjet All-in-One**

The features of Brother DCP130C colour inkjet multifunction are:

- Print speed up to 25ppm black & 20ppm colour
- Up to 1200x6000dpi resolution
- 16MB of standard memroy
- 7-in-1 memory card reader
- PictBridge ready
- USB 2.0 & parallel port
- Compatible with Windows & Mac



[Add to Favourites](#)

**Consumables to Use**

Optional Extras:					
Product Code	Description	Price (ex GST)	On Hand	Qty	hover over product code
2312131	Inkjet Cartridge Brother LC57BK Black	\$30.21	147	<input type="text"/>	
2312123	Inkjet Cartridge Brother LC57BK2PK Black Pack of 2	\$53.32	85	<input type="text"/>	
2312115	Inkjet Cartridge Brother LC57C Cyan	\$20.44	51	<input type="text"/>	
2312085	Inkjet Cartridge Brother LC57CL3PK Colour Pack of 3	\$47.99	91	<input type="text"/>	
2312093	Inkjet Cartridge Brother LC57M Magenta	\$20.44	101	<input type="text"/>	
	Inkjet Cartridge Brother LC57P/P 4 Colours and 6x4 Photo Paper -Pack of 40	\$88.00	28	<input type="text"/>	
2312107	Inkjet Cartridge Brother LC57Y Yellow	\$20.44	90	<input type="text"/>	

✓ customer service  
0800 426 473

✓ credit card security  
safe shopping guaranteed

✓ easy returns  
refunds & exchanges

✓ contact us  
Details

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The feature above allows the user to add the consumables to their order, without them having to search for the product codes or ringing up the helpline to find out what the correct product codes are.

## Additional Benefits

- Home Page

The **OrderMax Home Page** is the starting place for navigating around the site. The top navigation bar on the right of the screen delivers **OrderMax** functional information: Home, Orders, Templates, Accounts and Admin.

“Home” will always take you to the Catalogue Category Image screen.

The screenshot shows the OfficeMax website interface. At the top, there's a navigation bar with 'home', 'orders', 'templates', 'select account', and 'admin' links. Below this is a search bar and a 'view cart' button. The main content area is a grid of 16 category images, each with a label: Environmental Products, OfficeMax Range, Writing Instruments, Paper Stationery, General Stationery, Filing, Packaging, Cafeteria, Hygiene & Safety, Presentation & Conference, Furniture, Technology & Business Machines, Art & Design, Teaching Resources, Sports & Recreation, and Textbooks. A left sidebar lists 'Browse Categories' with the same items. The footer contains contact information and copyright notices.

The drop down “orders” menu links you to the following options:

- Order Tracking
- Blank Order
- Request RA
- Orders on Hold
- Approve Orders – **where applicable**

## Additional Benefits under the "Orders" Menu

- Track Previous Orders

Track "Previous Orders" allows you to track orders placed with OfficeMax. Click on Order Tracking under the Orders menu and the "Track Previous Orders" screen will appear.

(Note: There are several criteria that you are able to choose from to display a list or single order that you might wish to track).

OfficeMax Orders on Hold: 1 Cart Items 3 Total Value \$87.13 view cart log out

home orders templates select account admin

Welcome John Citizen Account: 3961499 Search advanced search >

**Track Previous Orders**

**Track Previous Orders Selection Criteria**

Invoice Number :

OR

Order Status : Outstanding Orders

Start Order Date : 25-Feb-2008

End Order Date : 26-Mar-2008

Show Only My Orders (John Citizen) :

Your Reference :

Search

The system will give results based on the criteria selected.

**Track Previous Orders**

**Track Previous Orders Selection Criteria**

Invoice Number :

OR

Order Status : Outstanding Orders

Start Order Date : 25-Feb-2008

End Order Date : 26-Mar-2008

Show Only My Orders (John Citizen) :

Your Reference :

Search

3 records. (1 page) page 1

OrderNumber	OrderDate	CustomerCode	Status	YourRef	OrderTotal	
3693981	19-MAR-2008	3961499	Order Suspended	SWATI - ORDER OHOLD	\$30.20	<a href="#">View</a>
3682766	18-MAR-2008	3961499	Refer Accounts	John - 18th march	\$120.80	<a href="#">View</a>
3635954	10-MAR-2008	3961499	Being Entered	3635954	\$103.95	<a href="#">View</a>

3 records. (1 page) page 1

You can view additional information about a particular order by clicking the "View" button.

## Additional Benefits

- Track Previous Orders (Cont'd)

Browse Categories									
Environmental Products									
OfficeMax Range									
Writing Instruments									
Paper Stationery									
General Stationery									
Filing									
Packaging									
Cafeteria									
Hygiene & Safety									
Presentation & Conference									
Furniture									
Technology & Business Machines									
Art & Design									
Teaching Resources									
Sports & Recreation									
Textbooks									

### Track Previous Orders

[Return to Orders](#) : [Printer-friendly version](#)

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#### Order Details for Order # 3635954

Order Status : Being Entered	Order Date : 10-Mar-2008
Customer Reference : 3635954	Expected Delivery : 19-Mar-2008
Invoice Number :	Invoice Date :
Warehouse Code : BOAK	Consignment Number :

Line	Stock Code	Description	Order Qty	Unit	Shipped Qty	Item Price	Line Amount	Shipped Amount
1	1943308	PAPER A4 80GSM.OF/MAX PREMIUM WHITE (sub IQ Triotec) RM/500 OFFICEMAX	15	REAM	15	\$6.93	\$103.95	\$103.95

**Delivery Address**  
OFFICEMAX ECOMMERCE DEMO A/C  
DO NOT RELEASE  
\*\*\*\*\*DO NOT DELIVER\*\*\*\*\*  
\*\*\*\*\*PH PIP 95039\*\*\*\*\*  
AUCKLAND  
1001

**Delivery Instructions**  
DEPT. PIP

Order Total (ex GST) : \$90.96  
Total GST : \$12.99  
Order Total (inc GST) : \$103.95

[Copy Items To Current Order](#)

## Additional Benefits

- **Select/Change Account Menu**

If you purchase for more than one account, **OrderMax** has the facility to switch from account to account without re-logging in. Go to **"Select Account"**, then choose from the list of accounts that have been set up for you to use.

The screenshot shows the OrderMax website interface. At the top, there is a yellow header with the text "Welcome John Citizen" and "Account: 3961499". To the right of the header is a search bar with the text "Search" and a "GO" button, followed by a link for "advanced search >". Below the header is a "Browse Categories" menu with the following items: Environmental Products, OfficeMax Range, Writing Instruments, Paper Stationery, General Stationery, Filing, and Packaging. The main content area contains a message: "Please select the account to operate on. First enter the account code or name to search". Below this message is a "Search For:" input field, a radio button for "Contains", a radio button for "Starts With", and a "Search" button. Below the search options is a table with two columns: "Customer Code" and "Name". The table contains two rows of data: one with Customer Code "3961499" and Name "OFFICEMAX ECOMMERCE DEMO A/C", and another with Customer Code "4089999" and Name "SCHOOL SUPPLIES E-COMM DEMO AC". Below the table, it says "2 records. (1 page)" and "page 1".

- **Change Account on Existing Order**

If you create an order in one account and decide it needs to be on another account, you can change the account in "View Cart."

**Please note** - The Change account facility is only available to users who order for more than one account number. If you only order for one account number, clicking this function will take you back to the "Browse Categories" screen.



- **Request Return Authorization**

**OrderMax** provides an electronic method to facilitate RAs. Simply fill in the online "Request Return Authority (RA)" form and select "Submit". A member of our Customer Services team will contact you to approve the return request and email/fax you the RA Number.

Fields marked with an asterisk (\*) must be completed. When the form is complete, please click on the Submit button.

**Please enter your details below**

Are the goods for return in a saleable condition and unopened with no damage to their product outers?  Yes  No

Are the goods for return securely packed in cartons or parcels?  Yes  No

Are the goods ready for collection?  Yes  No

Name\*

Company Name\*

Email\*

Product Code(s) and Quantity

Enter the reason for the return

Reason for Return

**Submit**

- **Approve Orders**

If you require your orders to be approved, the following screenshot displays what the system will do when you go to your checkout.

The screenshot shows the 'Order Conclusion Details' page. At the top, a red message reads 'ApprovalRequiredOnOrderOverLimit'. Below this, the user is prompted to 'Confirm your order details before continuing'. The page is divided into three main sections: 'Order Review', 'Your Order', and a list of items.

**Order Review**

Customer Reference:

Delivery Address: OFFICEMAX ECOMMERCE DEMO A/  
 DO NOT RELEASE  
 \*\*\*\*DO NOT DELIVER\*\*\*\*  
 \*\*\*\*PH PJP 95039\*\*\*\*\*

Comments:

Approval By:

**Your Order**

Item Name	Total(inc.)
5 2260719 - Marker Permanent OfficeMax Bullet Black Medium	\$11.75
10 2220928 - Paper A4 50gsm OfficeMax Multi Purpose Photocopy Ream of 500 Sheets	\$67.95
1 1002821 - Paper A4 50gsm Reflex White Copy Ream of 500 Sheets	\$7.95

**Products**

- OfficeMax Range
- Writing Instruments
- Paper Stationery
- General Stationery
- Filing
- Packaging
- Cafeteria
- Hygiene & Safety
- Presentation & Conference
- Furniture
- Technology & Business Machines
- Art & Design
- Teaching Resources
- Sports & Recreation
- Textbooks

The system gives you a message in red saying that you need approval on this particular order.

You can select your approver from the drop-down box and the order will then go to that person for authorization.

## Admin Menu

- User Preferences

The screenshot shows the OrderMax website's 'User Preferences' page. At the top, there is a navigation bar with links for 'home', 'orders', 'templates', 'select account', and 'admin'. Below this, a yellow banner displays 'Welcome John Citizen' and 'Account: 3961499'. A search bar is also present. On the left, a 'Browse Categories' menu lists various product types. The main content area is titled 'User Preferences' and contains a 'User Maintenance' section for 'John Citizen' (Customer Code: 3961499, Login ID: john.citizen@officemax.co.nz). Under 'User Administration', there are several fields for configuration: Contact Phone Number, Notification Email Address, Current Order Page - Order Entry Lines (set to 3), Section, Quick Order Entry Page - Order Entry Lines, Default Records per Page (set to 10), Multiple Account Selection (Please Select ..), Favourites Sorted by (Please Select ..), Order Review Sorted by (Please Select ..), Next Purchase Order Prefix, Next Purchase Order Number (set to 0), Your Birthday, Contract Items Only (checkbox), and Landing Page (Please Select ..). An 'Update' button is located at the bottom right of the form.

**OrderMax** allows each user to tailor some of the look and feel of the site to suit their personal preference.

- **Contact Phone Number:** Enter your contact phone number
- **Notification Email Address:** Enter your current email address
- **Current Order Page – Order Entry Lines:** Enter the number of blank order lines in the view cart
- **Section:** Enter the department you work for.
- **Quick Order Entry Page - Order Entry Lines:** Enter the number of blank order lines on the blank Order Form
- **Default Records per Page:** Enter the number of records to display on the product grid.
- **Multiple Account Selection:** This allows you to choose between radio buttons and a drop-down list to display any other accounts that you may order through.
- **Favourites sorted by:** This allows you to choose how you want to display your favourites-list. The options are available in the drop-down box.
- **Order Review Sorted by:** Enter the way you would like to display the items when reviewing orders – either Line Sequence or Cost Centre.
- **Next Purchase Order Prefix:** This allows the user to add a Prefix to the Customer reference on the site.
- **Next Purchase Order Number:** OrderMax can automatically generate your next customer reference number by entering the Number sequence in the field.
- **Preferred Items Only:** This option allows you to view ONLY Preferred Items.
- **Landing Page:** This allows you to go straight to your preferred page when you first log on, e.g. Customised Order Forms.

## Admin Menu (Cont'd)

- **Change Password**

Welcome John Citizen  
Account: 3961499

Search  [advanced search >](#)

**Change Password**

**John Citizen**

Login ID : john.citizen@officemax.co.nz

**Password Maintenance**

Password :

Confirm Password :

Enter the new password in the fields and select "Update".

- **Online Support**

OfficeMax

login corporate webpage **online support** forgotten password

**Email Address**

**Password**

[Forgot password?](#)

Remember my details

[Online Support](#)

[Register Now](#)

Online Support

Query Type

Name\*

Telephone Number or DDI:\*

Email\*

Company or Organisation Name:\*

OfficeMax Customer Number:#

Comments

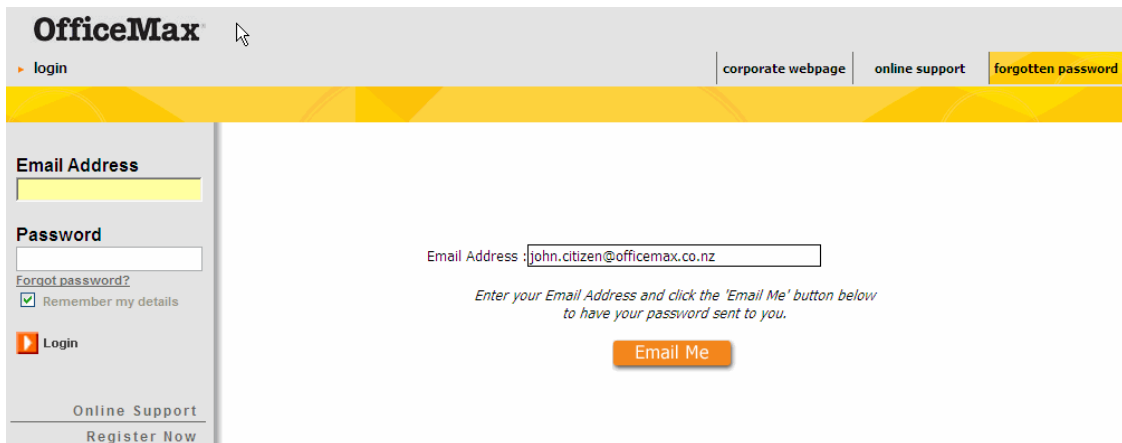
If you require information or assistance during your **OrderMax** experience, please use the "Online Support" form on the [www.ordermax.co.nz](http://www.ordermax.co.nz) homepage to send us a message. Remember to give us as much information as possible.

You can also ring our **Online Helpdesk** on **0800 682 638** during normal business hours. The helpdesk works between the hours of  
8.00am – 5.30pm Monday to Thursday and  
8.00am – 5.00pm Friday

Our team will be happy to assist you with your **OrderMax** enquiry.

For all other customer service/product related issues, please call our customer services line on **0800 426 473**.

If you have forgotten your password, click on the "Forgot Password" link on the [www.ordermax.co.nz](http://www.ordermax.co.nz) homepage, fill out your details and your password will be emailed to you.



The screenshot shows the OfficeMax website's forgot password page. The header includes the OfficeMax logo, a navigation menu with 'login', 'corporate webpage', 'online support', and 'forgotten password' (highlighted), and a yellow decorative bar. On the left, a sidebar contains an 'Email Address' input field, a 'Password' input field, a 'Forgot password?' link, a checked 'Remember my details' checkbox, a 'Login' button, and links for 'Online Support' and 'Register Now'. The main content area features an 'Email Address' input field with the text 'john.citizen@officemax.co.nz', a prompt to 'Enter your Email Address and click the 'Email Me' button below to have your password sent to you.', and an 'Email Me' button.