

All office supplies are on a negotiated contract with OfficeMax. This agreement expects to yield a healthy 13% - 25% annual savings over the previous contract and includes prompt payment discounts.

Education & Institutional Cooperative Service, Inc. a not-for-profit buying cooperative established by members of the National Association of Educational Procurement (NAEP) serves as a "Lead Partner" to provide goods and services to members at the best possible price. The OfficeMax agreement was negotiated as a consortium with other schools and municipalities to leverage spend and negotiate a best-in-class agreement with SMC's financial interest in mind, while fulfilling the needs of our students, faculty and staff.

The agreement identified approximately 500 core items from which to order as well as other negotiated discounts on non-standard items.

How to Order

Office Supply Blanket Purchase Order (BPO)

- A Blanket Purchase Order (BPO) must be issued before you can order supplies. Please submit and approved requisition through the approval process for the issuance of a BPO for the current Fiscal Year. The names of the approved staff will need to be listed on your requisition.
- After receiving your Office Max BPO or change order, allow two days for Office Max to update their system with the new information.
- Your log-in information will be emailed approximately 1-2 business days after your Blanket Purchase Order has been issued.
- The preferred and most expeditious method for ordering against your Office Max BPO is online at www.OfficeMaxSolutions.com.
 - Phone orders are no longer accepted
- Office Max authorized user profiles contain ship to & cost center location(s) tied to each PO.
 - It is important to select the ship to & cost center location that correspond to the PO you are using. That code can be found under the first line of your purchase order.
 - Also be sure to enter the Purchase Order #.
- New requisitions for blanket office supply orders must be submitted each fiscal year. Blanket PO's are valid only through June 10 of each fiscal year. Orders may not be placed after that date so please plan accordingly.
- Minimum order requirement is \$50. This lowers costs and environmental impact by reducing packaging, fuel, and transport costs.
- Always refer to the officemaxsolutions.com website for the most up to date product offering, availability, and pricing.
- Office Max can often obtain additional office supply items not listed on their website. For additional product availability, please contact Office Max customer service, or Sandy in the SMC Purchasing Department.
- Special order items will require a separate purchase requisition.

Items That Cannot Be Ordered On Office Max BPO

- Equipment & Furniture over \$250- a separate purchase requisition must be issued.
- Special Order items not available on officemaxsolutions.com website- a separate purchase requisition must be issued.
- Cleaning products (i.e. Lysol, bleach, etc.)- these are purchased and used by the Operations Department and handled as hazardous materials.
- Printing services through Office Max Impress (postcards, banners, promo products, etc.)- Impress is a separate division of Office Max and orders are fulfilled, tracked, and invoiced separately.

OfficeMaxSolutions.com Tips

- For best search results on officemaxsolutions.com, type a general word in the search box. Instead of blue medium point pens, type PENS, and then narrow the options.
- The Online Budget Tool is to assist you in tracking online order amounts for a specific ship to location. It should not be used in lieu of tracking your own OM purchase order activity.
 - The online budget tool reflects the dollar amount of items of items that have shipped from

an online order.

- Periodically check the Message Board on the officemaxsolutions.com website home page for account or ordering updates

Invoices

- Orders are invoiced at time of shipment for only the items that have shipped.
- When receiving an invoice from A/P, make sure to verify, sign, & email it back to Accounts Payable as soon as possible. There is a 1% discount available if the invoice is paid within 10 days of invoice date.

If you have any questions, please do not hesitate to contact Sandy Franke at ext. 4509 or via email at franke_sandra@smc.edu.

Additional Assistance

<ul style="list-style-type: none">• Purchase Order(s)• Login Information• Authorized User Changes• Special Order Items• General Questions	Sandy Franke x4509 or franke_sandra@smc.edu
<ul style="list-style-type: none">• OfficeMax Customer Service• Item or Order Questions and Information	(877) 969-6629
<ul style="list-style-type: none">• Returns & Exchanges	OfficeMaxSolutions.com
<ul style="list-style-type: none">• OfficeMax Technical Support• OfficeMaxSolutions.com website Questions or Issues	(800) 817-8132, Option 2
<ul style="list-style-type: none">• Web Ordering Guide PDF	OfficeMax Web Ordering Guide
<ul style="list-style-type: none">• OfficeMax User Group Presentation Slides	OfficeMax User Group PowerPoint Presentation