



Welcome To OfficeMAX Truman State University

Account #0679274

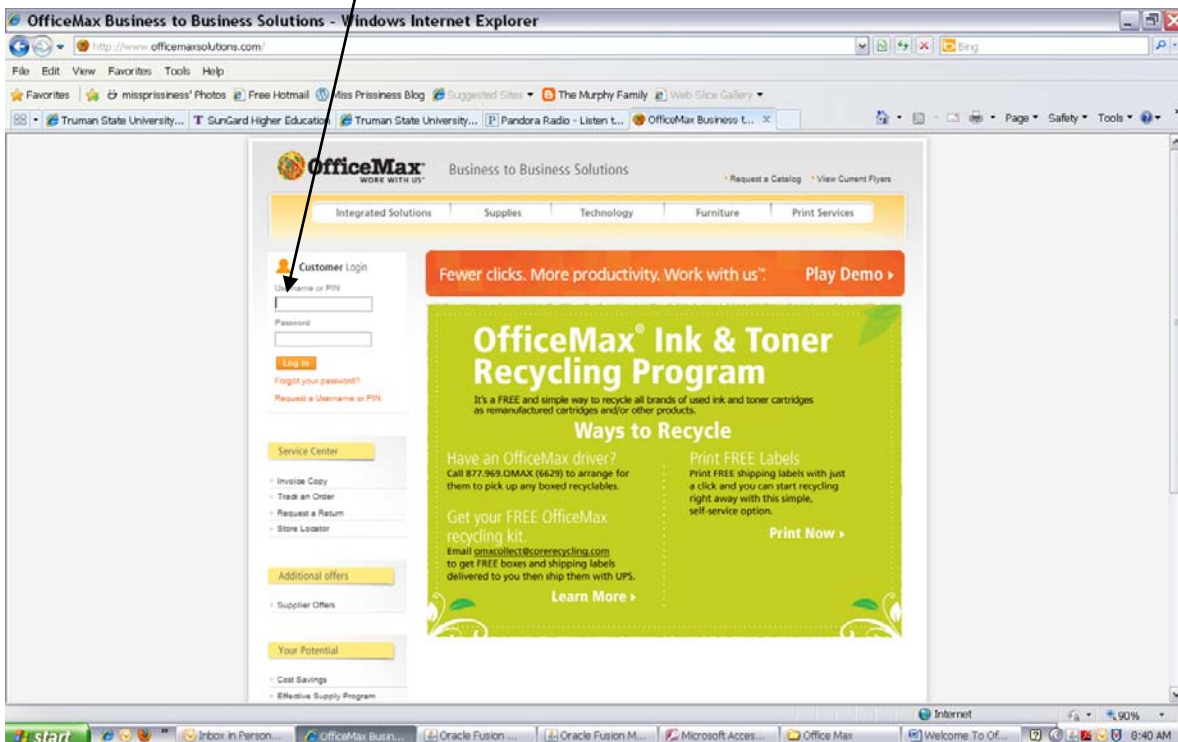
Sales Representative: Paul Marske
(314) 374-2027 (cell phone)
paulmarske@officemax.com

Customer Service: (877) 969-6629

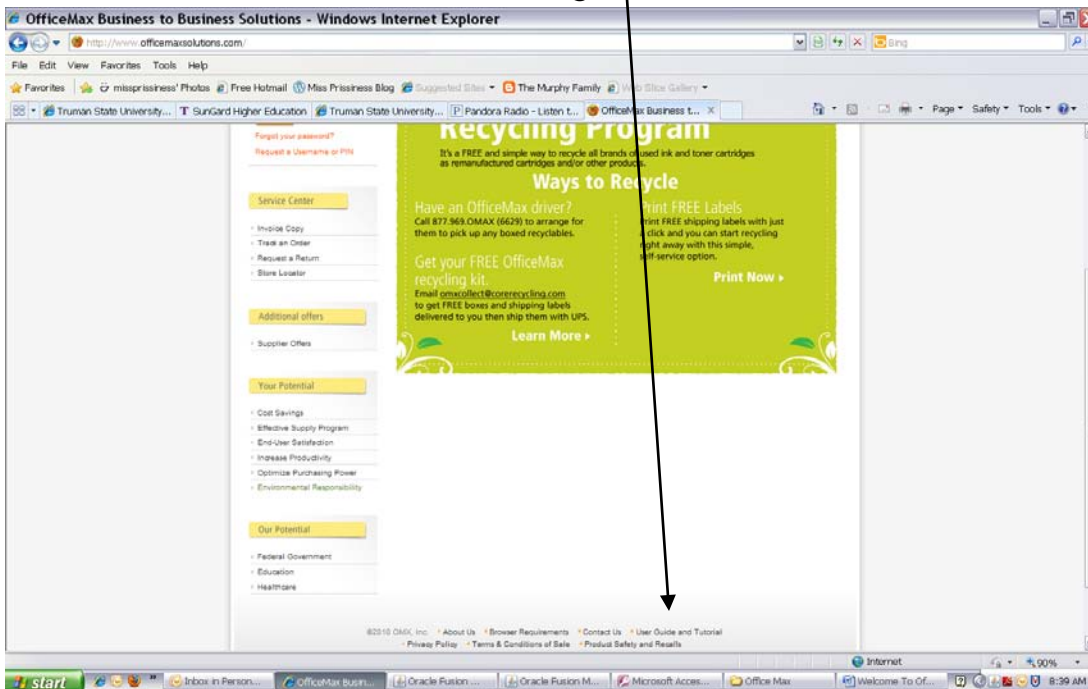
On-line Ordering Website:

UserID: tsu(firstinitiallastname) example: tsukmurphy

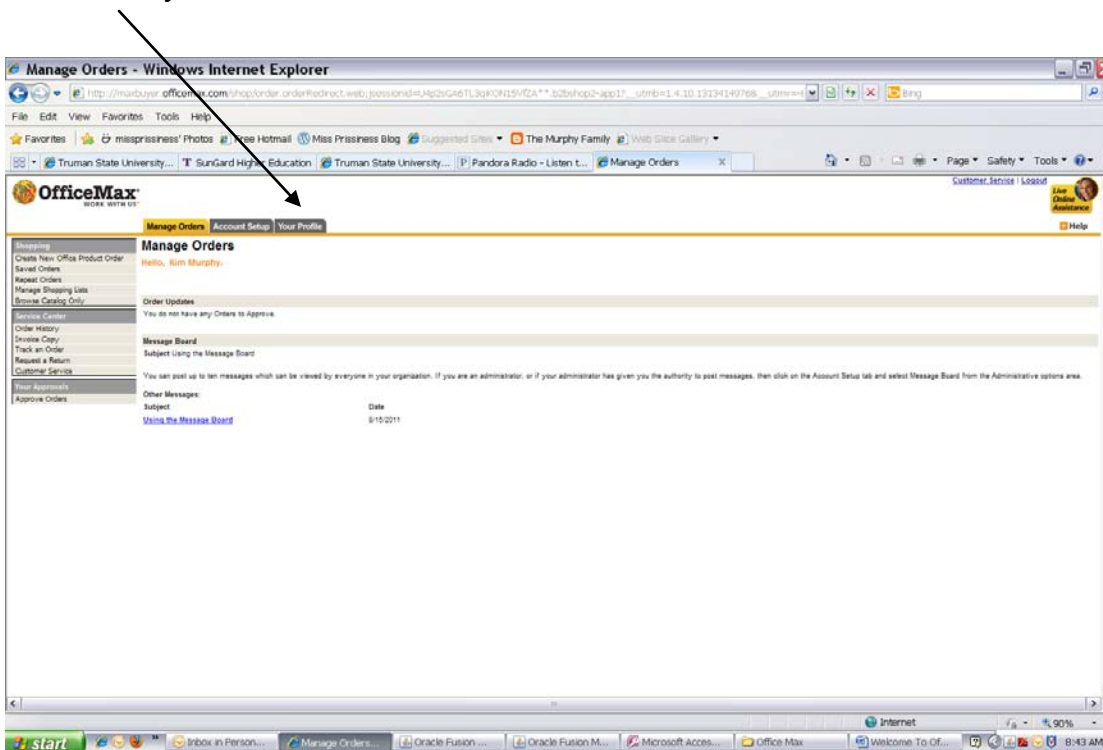
Password: tsuorder1

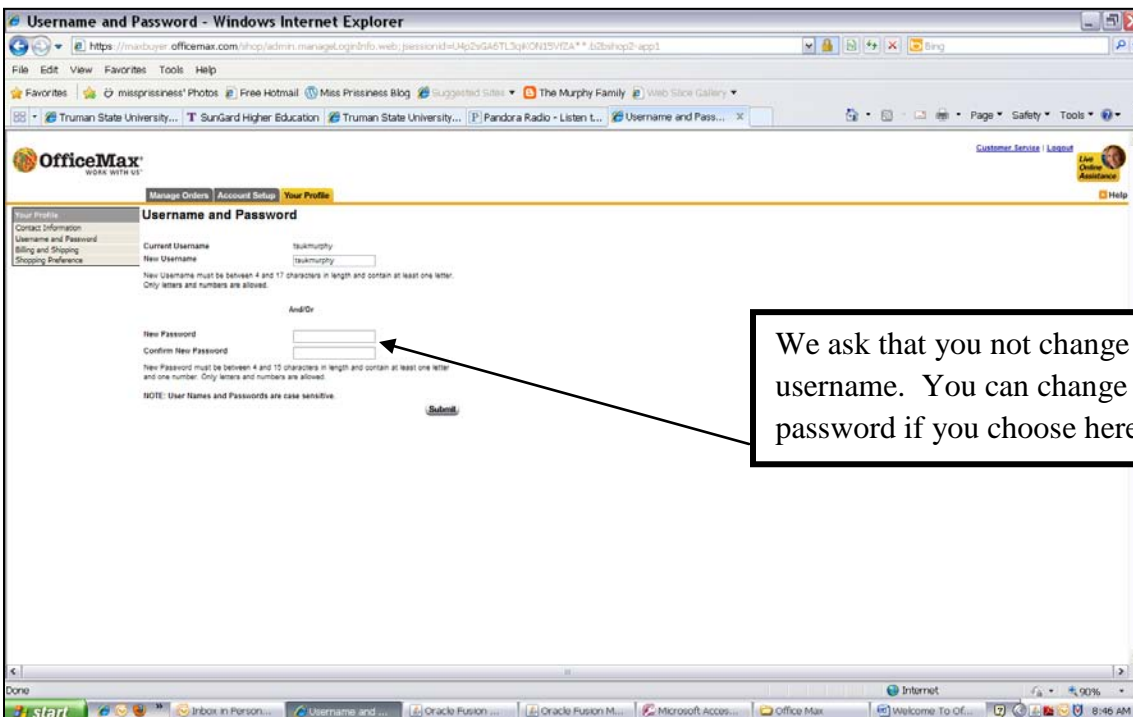
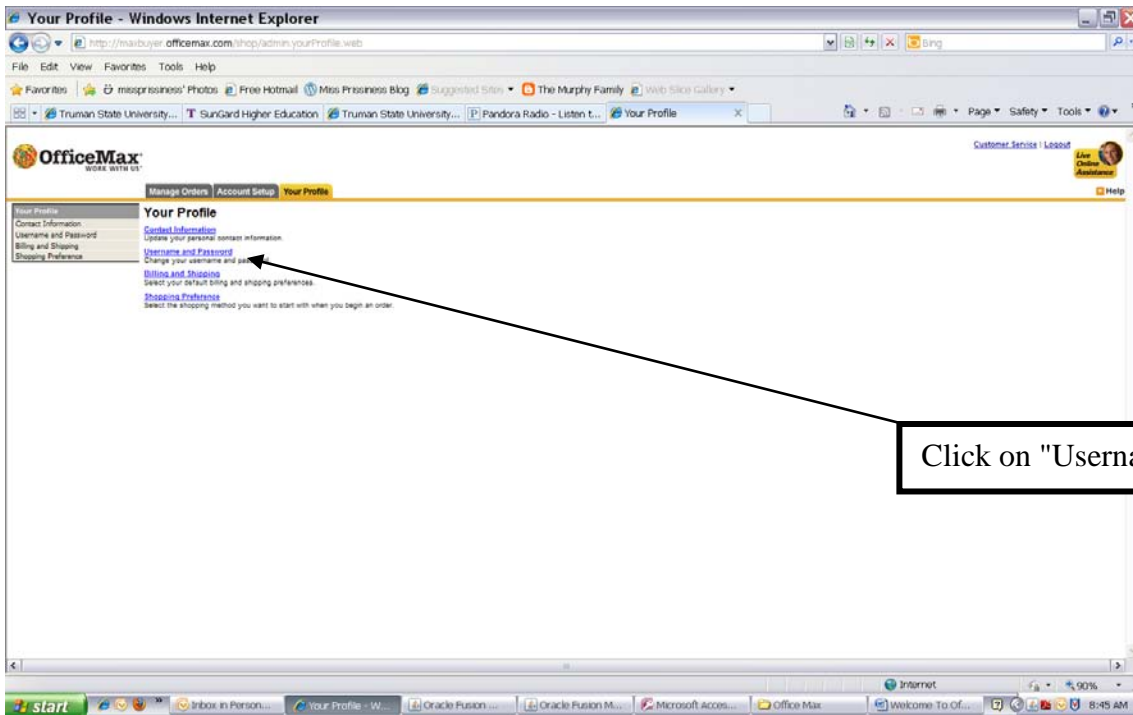


There is a tutorial that you can view on the login page at lower right hand corner. In order to view this tutorial, do not login.



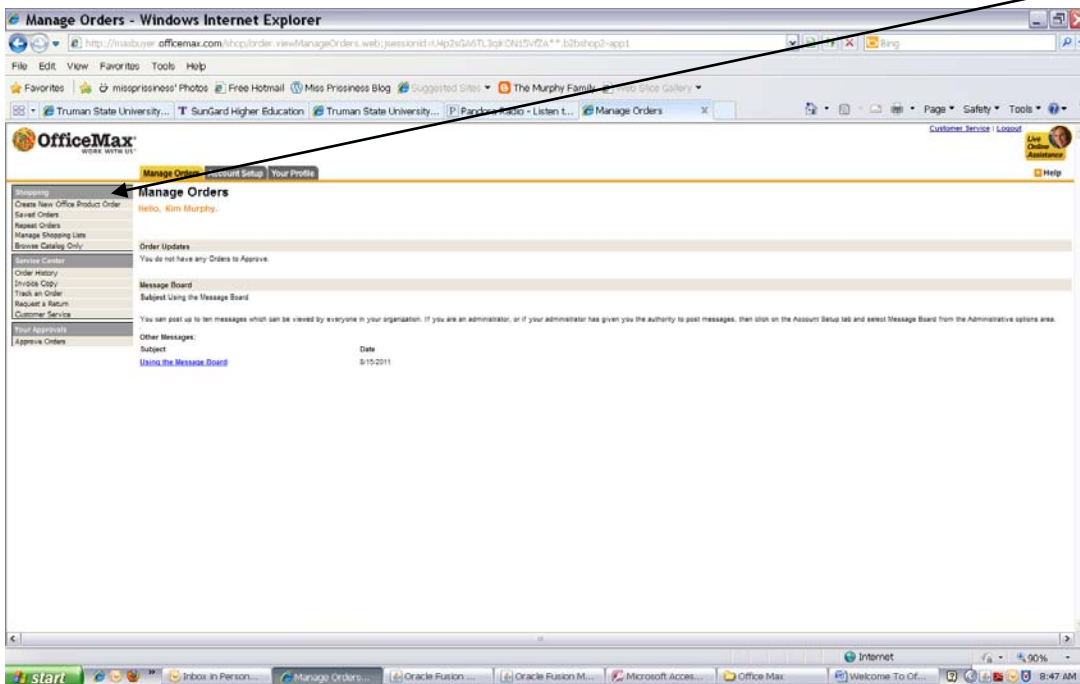
Once you login, you can click on the profile tab to change your password to one of your choice or you can leave it as the default.



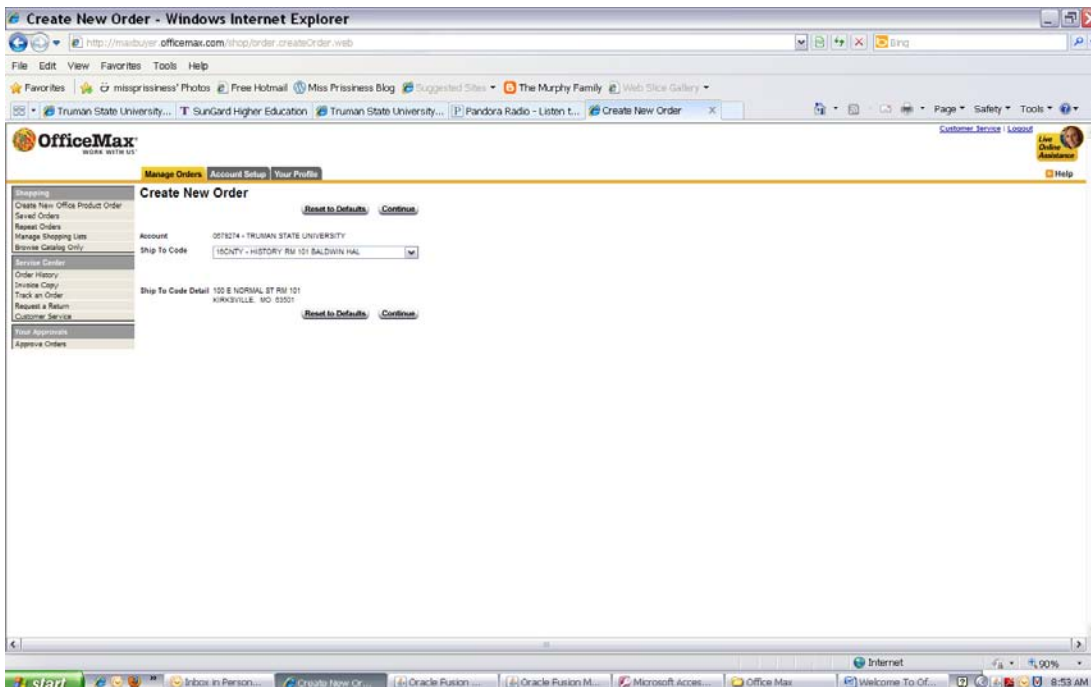


To place an order:

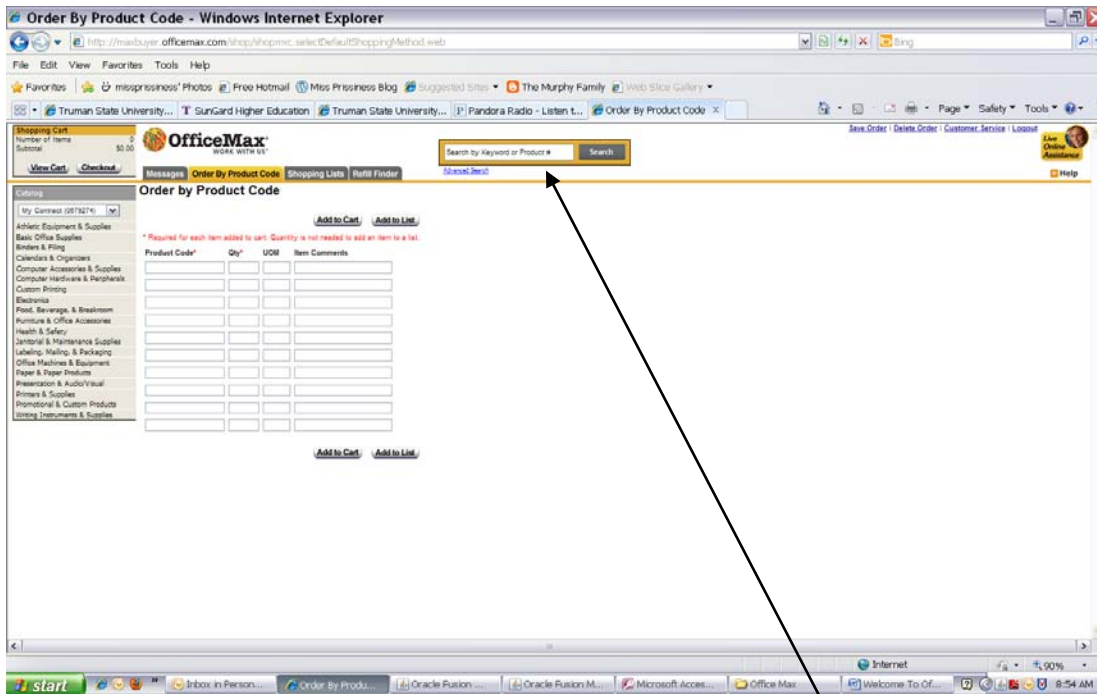
Refer to blocks on left side of page. Click on “Create New Office Product Order” link.



If you are placing orders for multiple departments (ship to codes), you will have a drop down box that allows you to select the correct ship to location. If you are responsible for only one department, this page will default and you may not even see this page.

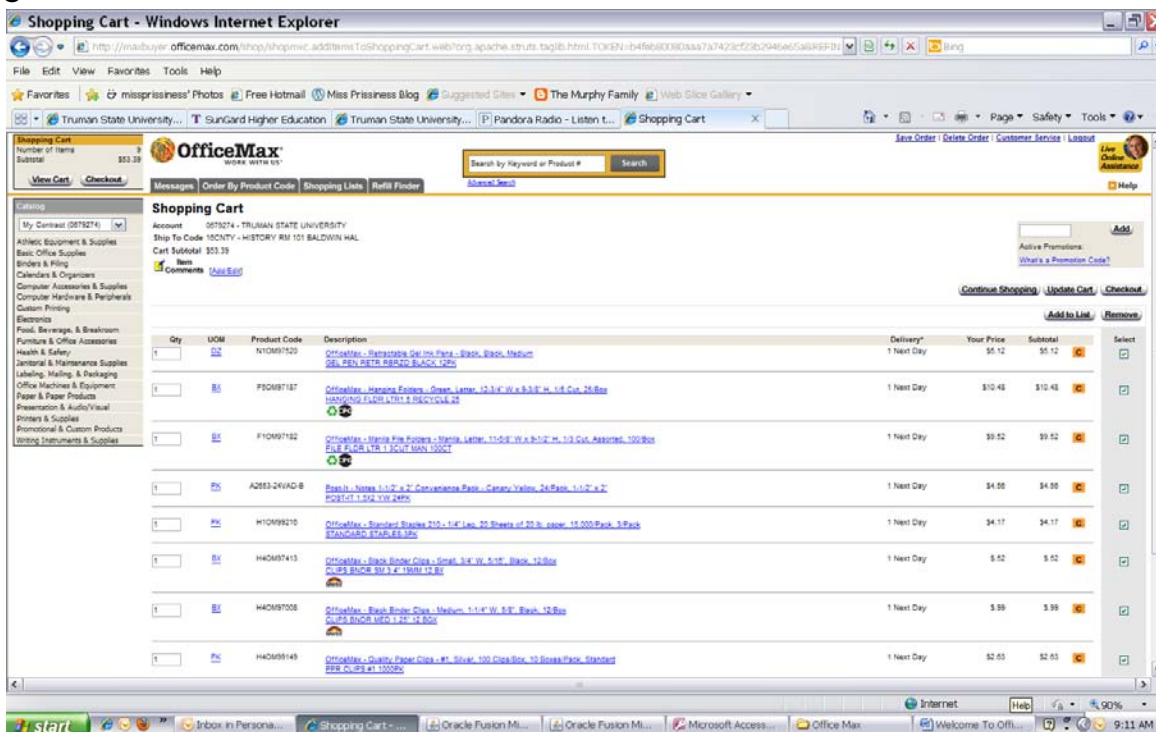


In the "Catalog" box there is a drop down box. It should be defaulted to My Contract. This will make sure you are receiving the Truman's contracted prices. Truman is currently utilizing the state contract with Office Max.

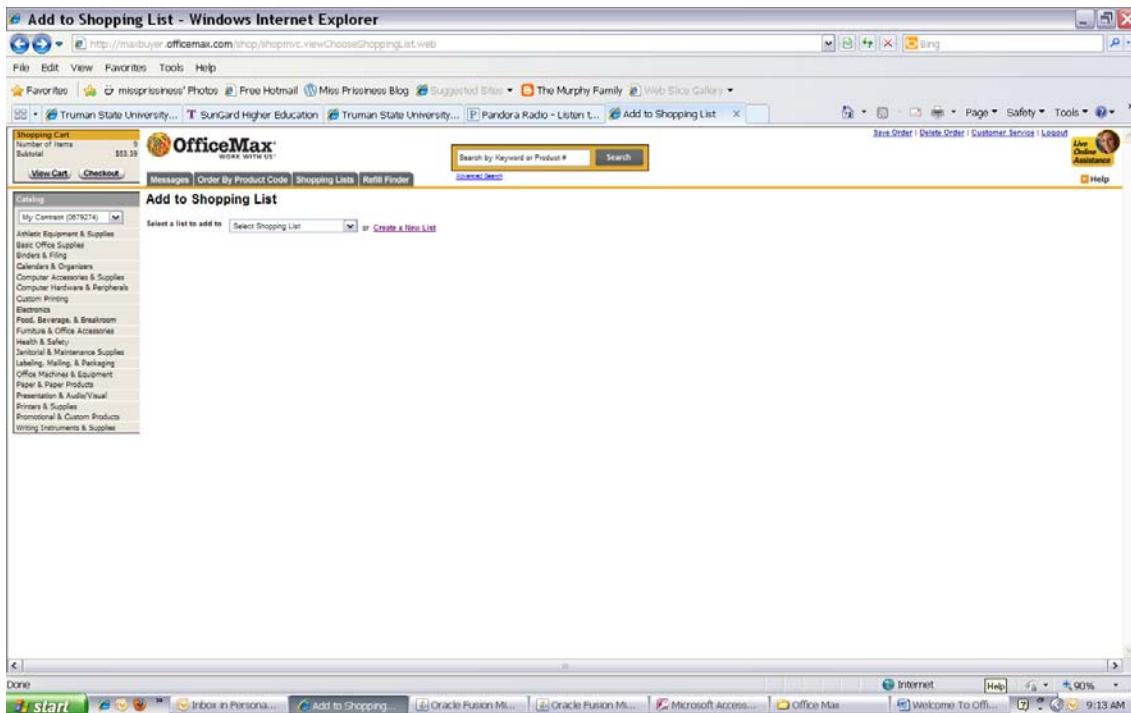


This page is the quick way to place orders when you know the product code numbers. If you are searching for all available options of a certain product, then type in the product you are searching for in the "Search" box at the top of the page.

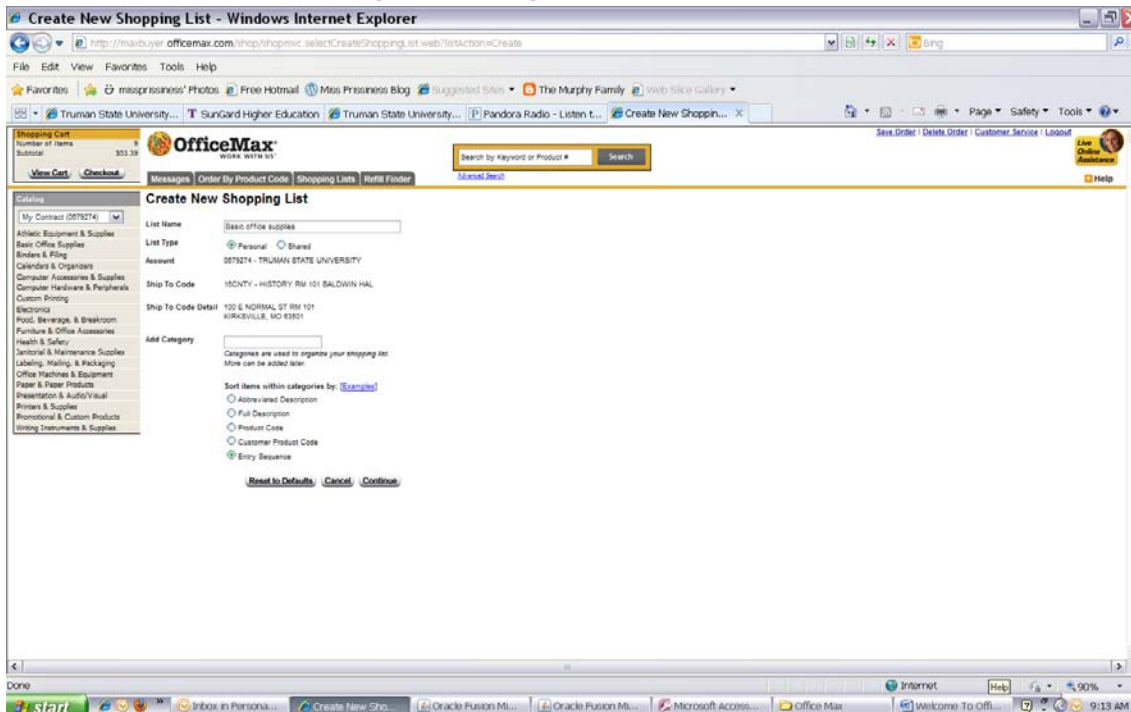
When you are placing orders for the same things over and over, you can create favorite lists by just placing a check mark next to the item in your shopping cart and give the list a name. You can create various favorite lists.



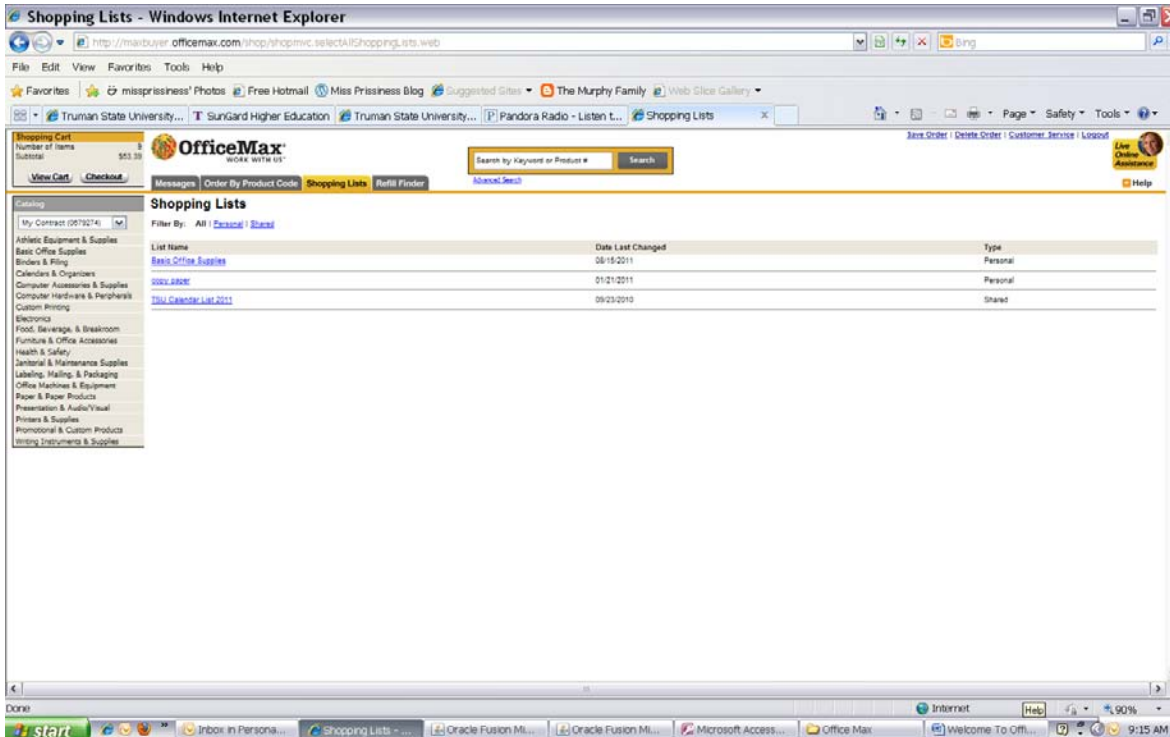
Click "Create a New List"



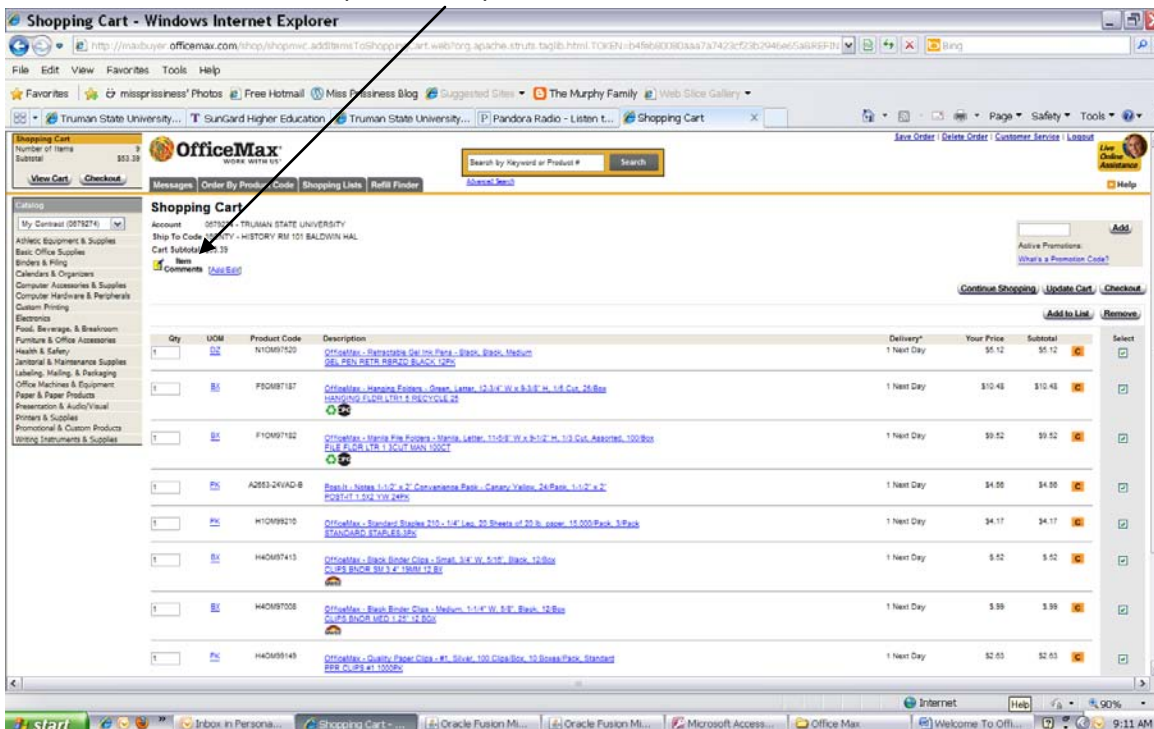
Name the list and assign a category.



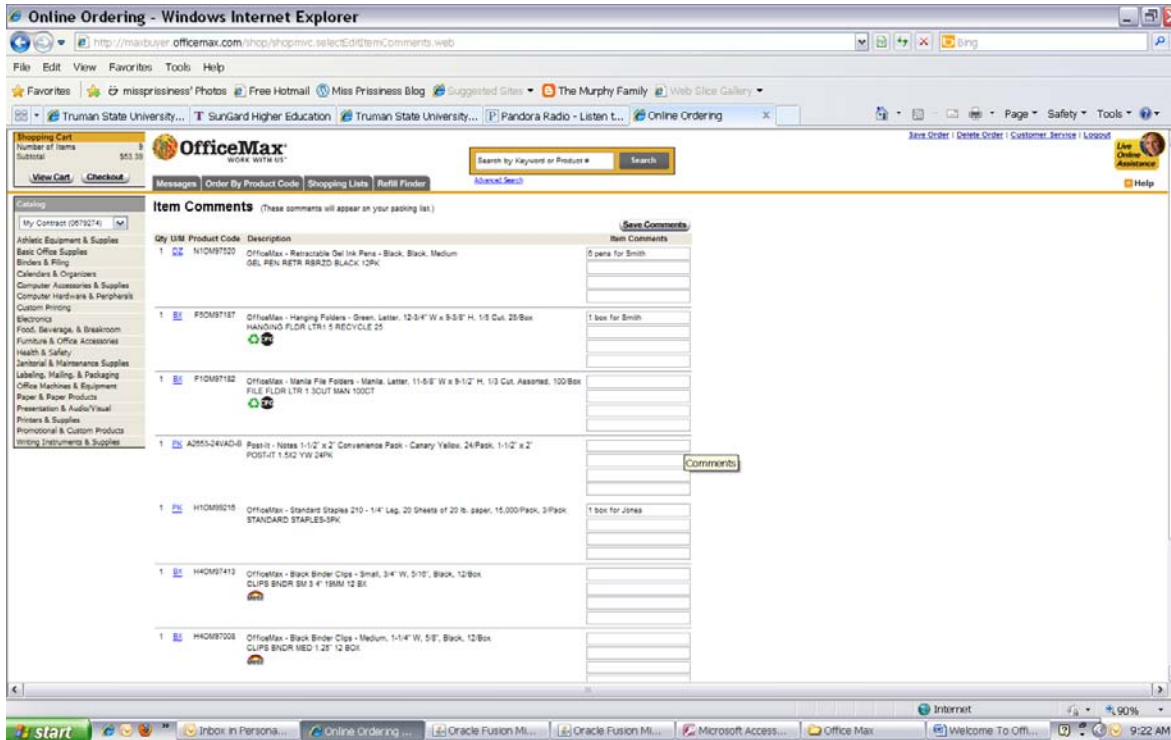
The list will now be an option under the "Shopping List" tab. The list is available to order the complete list of just the items needed.



You can add comments to the order invoice from the shopping cart view by clicking on the Item Comments (add/edit)

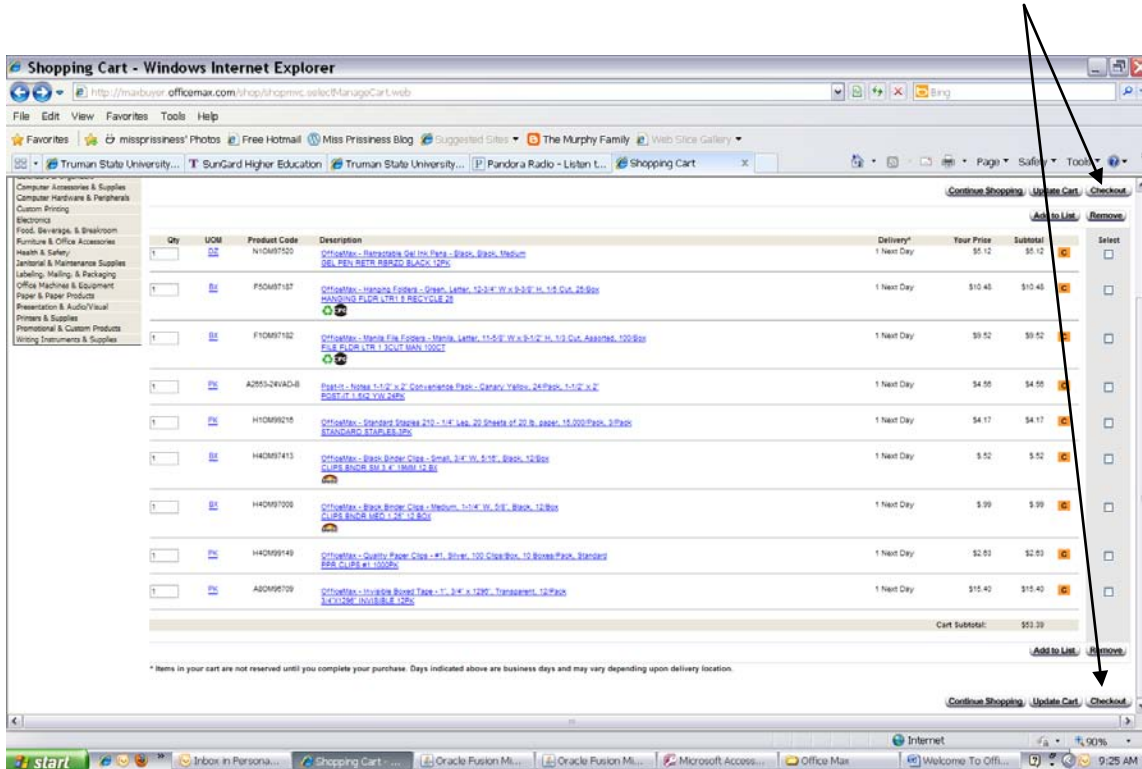


If you are ordering specific items for faculty or specific locations, this is an easy way to keep track.

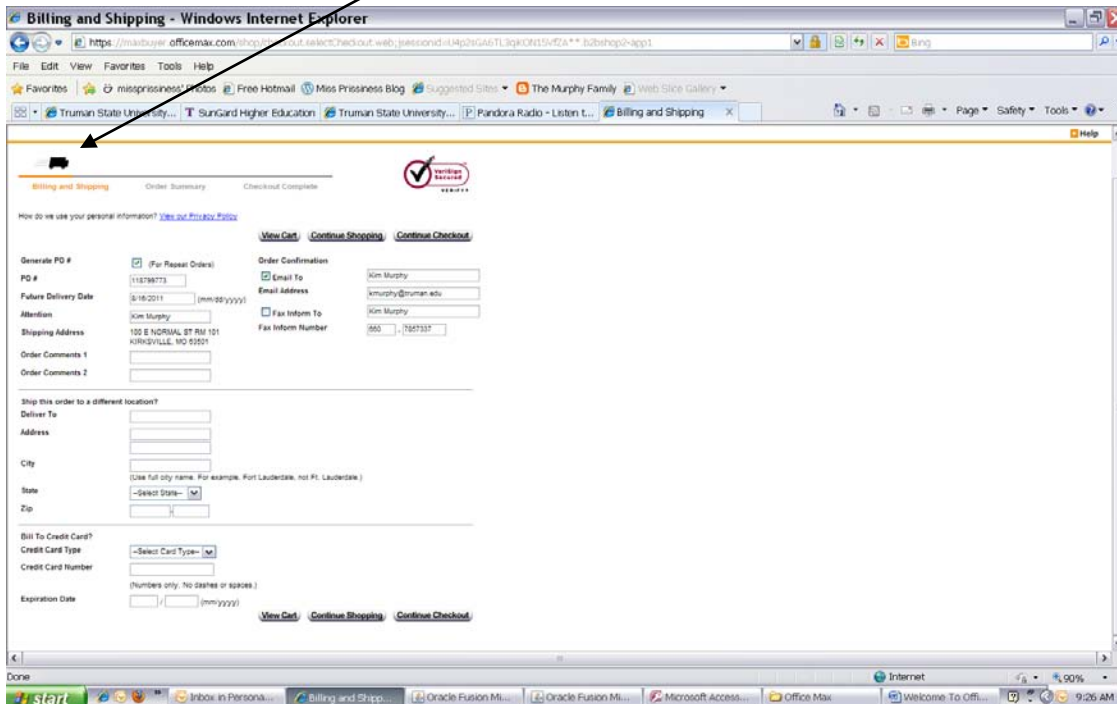


Placing Order:

When you are ready to submit the order, click the "checkout" link



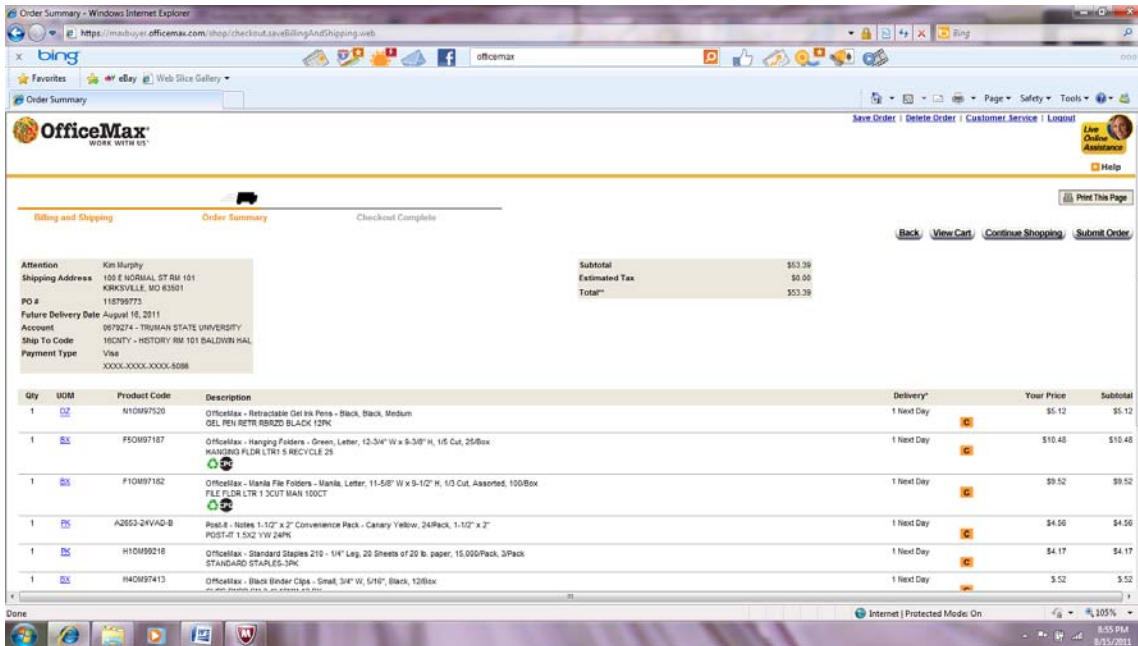
You will begin the check out process. Note the little black truck that is at the top of the page. The progress of the truck across the top of the page indicates the steps to completing the order.



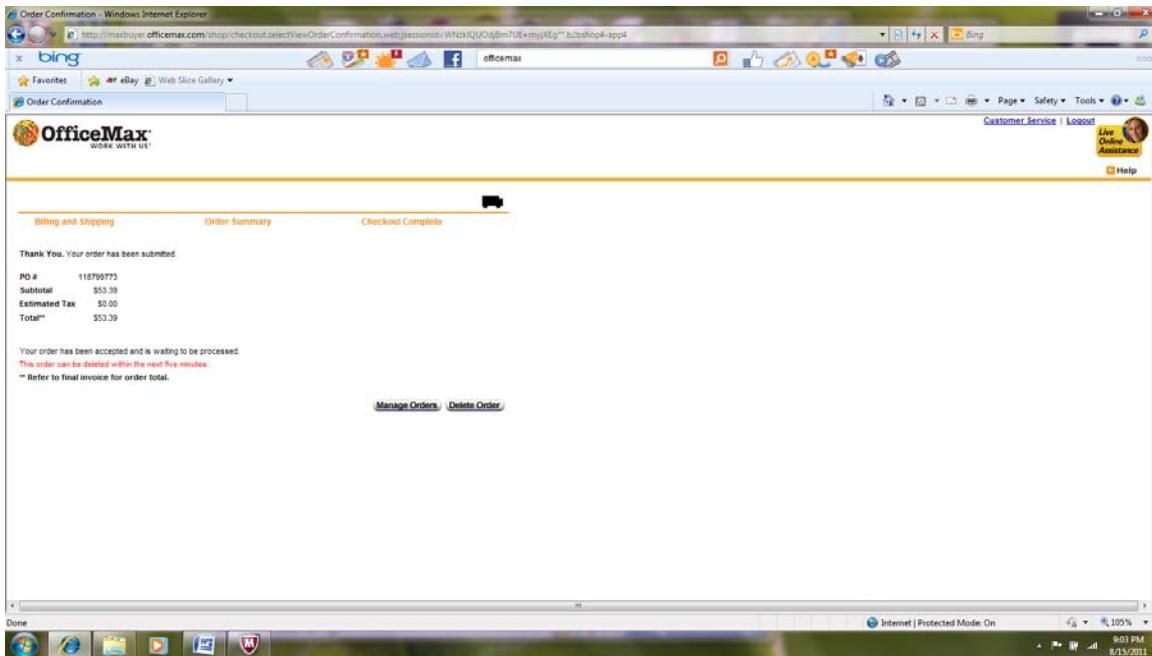
Complete the areas that need completion. The “PO” number is assigned by Office Max and does not have anything to do with our purchasing procedure. This is a tracking number for them. This page is where you will change any default shipping information if needed. We do not ship to any other locations except Truman. The shipping codes are for our Mailroom’s delivery instructions. All orders are delivered to the University Mailroom and they deliver to the departments. In most instances, orders if placed earlier in the day will arrive the next day, depending on the shipping warehouse location.

Accounts are set up with your P-Card limits. You will enter your P-Card number if the order falls under your limit. If it is over you limit, then you do not enter your P-Card number, just leave blank. This order will then be forwarded to the Purchasing department for approval. You will then prepare an on-line requisition and forward a copy of your shopping cart to the Business Office as backup for your requisition. We will receive an email from Office Max and will then match these up when the approved requisition has been received. The Purchasing Buyer will then log into your order and place the order.

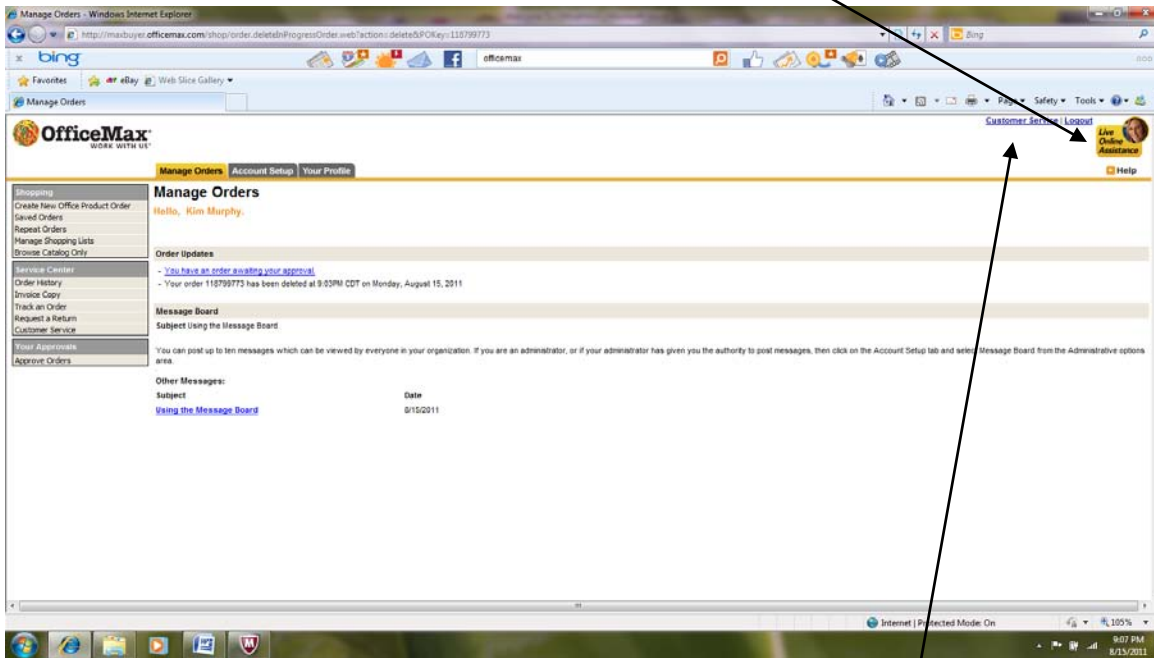
After entering shipping and payment information, click the "Continue to Checkout". Note the progress of the little black truck. This page is a summary of the order. You should print this page for your records. This page will list the delivery time frame for each item.



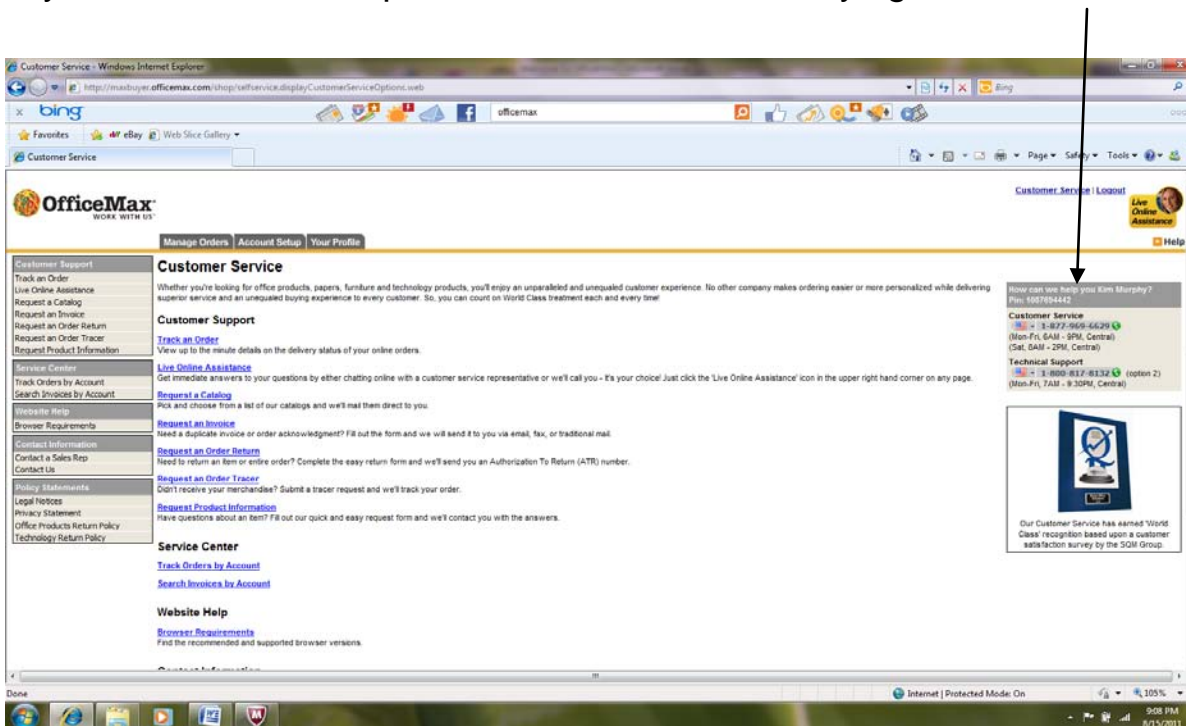
The last step is to "Submit Order" from the screen above. The last page below indicates that the order has been placed as indicated by the little black truck reaching the end of the road. This also verifies that your order has been placed. You have five minutes to delete this order if needed.



There is also an option for Live Online Assistance in the upper right hand side of the web page. Click on it and you have a choice of having them call you (which is within a couple of minutes) or by on-line communication.



Click on the "Customer Service" link above to access customer service links. Anytime you contact Office Max you will need to have the Pin number that is assigned to your account. Each person has their own identifying Pin number.



If you need further training, please contact Kim Murphy at (660) 785-4326 or kmurphy@truman.edu.