

As an employee of the University of Massachusetts Boston campus, you can enjoy contract pricing through the Personal Purchase Discount (PPD) program with OfficeMax. Your discount applies online using your Employee Personal Purchase login. Purchase everything in the B2B online catalog including office supplies, ink & toner, technology and furniture products for your own personal home use. You will receive the University of Massachusetts negotiated pricing for your orders.

Ordering Online

Have your products shipped to your home address. Web purchases must be paid by credit card. A small order fee of \$5.95 will be applied to orders under \$50 to cover shipping costs.

- To request your own username and password to the Personal Purchase Discount program (PPD) program, fill out and submit the [Employee Purchase Login Request Form](#). (See example below.)

UMass - Boston Employee Purchase Login Request Form



OfficeMax

WORKPLACE™

SEND TO: [OfficeMax Web Account Maintenance](#)

For OfficeMax use only. OfficeMax Account:

0747548

FULL NAME:
EMAIL ADDRESS:
TELEPHONE #:
HOME SHIPPING ADDRESS:
CITY & STATE:
ZIP CODE:

OfficeMax Web Account Maintenance

Account# 0747548

Workgroup# 349995

Permission Gr:

Preference Gr:

SHIP TO Code: EMPLOY

Employee Purchase

Employee Purchase

1

LOG IN

When you receive a welcome email with your personalized login, visit <http://www.officemaxworkplace.com> log in.

Enter your **Username** and **Password**.
Then click on the **Log In** button.

NOTE: Usernames and Passwords are case sensitive

2

CREATE YOUR ORDERING PROFILE (OPTIONAL)

This step will save your ordering information for future orders. Click the **Your Profile** tab. Select the **Billing and Shipping** link.



Select the **Account and Ship To Code** that appear in the drop-down menu.

Select and type your **credit card information** - This stores your information for the checkout process.

Verify your **email address**.

Enter your **name and delivery address** here. **No PO Boxes please**. This saves your delivery information for the checkout process.

Save and Continue.



CREATE NEW ORDER

3

To start your order, choose **Create New Order**.

Get live instant web support from a customer advocate.



[Customer Service](#) | [Online Assistance](#) | [Logout](#)

The screenshot shows the OfficeMax Workplace interface. At the top, there's a navigation bar with 'Manage Orders' and 'Your Profile'. Below this, a 'Shopping' menu is visible with 'Create New Order' highlighted by a green arrow. To the right, the 'Manage Orders' section displays a greeting for 'Univ of Pittsburgh Employee Requisitioner' and an 'Updates & Action Items' section stating 'You have no items requiring your attention at this time.' Below that is a 'Messages' section with two messages: 'Enter Your Delivery Address in Checkout' and 'Need help?'. A green arrow points to the first message title. At the bottom left, a 'Service Center' menu is visible with 'Order History' selected. A text box on the left says 'View important messages on the message board by clicking the message title.' with a green arrow pointing to the message title.

View important messages on the message board by clicking the message title.

4

ORDERING SCREEN

You will see several shopping options in the ordering screen. You may choose any shopping method to add items to your shopping cart.

Shopping Cart displays the number of items and order subtotal.

Search by keyword or item #

Search by Keyword or Item # [Search]

Save Order | Delete Order | Online Assistance | Logout

Items 0 Cart Subtotal \$0.00 [Checkout]

View your Message Board for important announcements.

Messages | Order By Item # | Shopping Lists | Ink & Toner Finder

Browse our electronic Catalog by searching through our Item Categories

- Shop By Category
- Appliances & Accessories
- Basic Office Supplies
- Binders & Filing
- Breakroom Supplies
- Calendars & Organizers
- Cleaning Chemicals

Quickly add items to your order with Order by Item#.

Find an item quickly and easily by creating and using a Shopping List.

Use the Ink & Toner Finder to find supplies by machine and model number.



SHOPPING CART

5 The Shopping Cart screen appears every time an item is added to your cart. You can change quantities, remove items from your order and update your cart. You can also add items to your own personal shopping list.

Check the box next to the item you want to add to a list then click on Add to List.

Continue Shopping [Checkout]

Cost Center: TEST 2 | Release: 1234 | Routing Instructions: 1. back door

▼ Add to Shopping List

<input type="checkbox"/>	Bic - Round Stic™ Ballpoint Pens - White, Blue, Medium Item #: N1GSM11-BE UOM: DZ	List Price: \$4.08 Delivery: Next Day Qty. 2 [Update] <input type="checkbox"/> Remove Item
<input type="checkbox"/>	Boise - X-9™ Multi-Use Copy Paper - 8-1/2" x 11", White, 92, 20 lbs Item #: P10X9001-CTN UOM: CT	List Price: \$195.82 Delivery: Next Day Qty. 1 [Update] <input type="checkbox"/> Remove Item

Cart Subtotal: \$0.00

[Continue Shopping] [Checkout]

Checkout buttons at the top and bottom.

To change a quantity, type in the new quantity then click Update

To remove an item from your cart, click on Remove Item.

To put more items in your cart, click on the Continue Shopping button.

SAVE ORDER, DELETE ORDER

6 The options to Save Order and Delete Order will always be located at the top right of your screen.

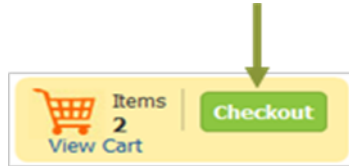
When you click on Save Order you will have a choice of saving the order as a Repeat Order or as an Order You Will Finish Later. If you choose to Save as a Repeat Order, you will be asked to name the order before clicking on Save.

Save Order | Delete Order | Customer Service | Online Assistance | Logout

Click on Delete Order to permanently delete your entire order.

CHECKOUT

Click on the **Checkout** button located on the top right side of the screen or at the bottom of the cart.



If you did not create "Your Profile," enter your name in the **Deliver To** field, your delivery address in **the Shipping Address** field and your **credit card** information. Click **Continue**.

In the Order Summary screen click

Submit Your Order

A screenshot of the 'Secure Checkout' page. The page is divided into two main sections: 'Shipping' and 'Billing'. The 'Shipping' section includes fields for 'Ship To Code', 'Ship to Address', 'Attention', 'Order Comments 1', 'Order Comments 2', 'Deliver To', and 'Shipping Address'. The 'Billing' section includes fields for 'Generate PO #', 'Credit Card Type', 'Credit Card Number', 'Expiration Date', 'Procurement Card Code', and 'Order Confirmation' options like 'Send an Email' and 'Send a Fax'. Two green arrows point to the 'Deliver To' field in the shipping section and the 'Credit Card Number' field in the billing section.