

OFFICE SUPPLIES

Office Supplies currently are under Contract to OfficeMax (a Boise Company)

This does NOT include furniture, computers, copy paper or toner and ink cartridges

Office Supplies can be shopped for and ordered on line at <http://www.officemaxsolutions.com>

MCC office supply purchasers are called: Originators. Originators are issued a username and password to enter the OfficeMax system.

If you are new to this process, you must get set up with an account. Email the following information to Dina Murga or Bea Westhues in the Purchasing Dept. Dina.Murga@mcckc.edu or Beatrice.Westhues@mcckc.edu:

Location:

Name:

Email:

Phone #:

Budget Code (it can be more than one) the full string, i.e. 510201 110 12345 00000 100 2008:

Approver:

An "Approver" is your supervisor or manager. It would be the same person who would normally sign your P.O. requisitions or time sheet. That person must also be set up in the system.

There are some folks who prefer to pay for their office supplies with their Procurement Card. If you are one, let us know, it takes a slightly different set up and you do not need an approver.

Once you send this information, it will be submitted to OfficeMax and you should receive an email from them with your username and password in 2 to 3 business days.

The website has a tutorial available even before you log in. This is a quick primer on how to use the website. In general, if you've done any shopping on the internet, it's pretty user friendly. If you have difficulties, ask someone else who has used the system, or call Dina or Bea for assistance.

Once you've selected your items and submitted your order, it will give you a message that the order needs to be approved by..... (approver). Your approver will receive an email alerting them that they have an order to approve. Most orders are delivered the next working day if the order is approved and processed and to OfficeMax by 4:00 PM.

Call Dina or Bea with any questions or issues.

Copy paper is currently under contract to XPEDX
See list for pricing

Toner Cartridges are currently under contract to: Corporate Express, Missouri Office and Southeast Laser
See list for pricing