

Office Max Supply Ordering Procedures

To place an order via Office Max, open the Office Max webpage for SDSU - <http://www.officemaxsolutions.com/index.shtml>. Login using the assigned username and password (only Sandy Neer and Carol Phillips have a login.)

- Click on **Create New Office Product Order**.
- Under *Desk Location*, select **Next**. From the *Desk Location* drop down menu, select **LL109 Love Library**.
- Enter **41172** or **44216** under *Requestor Phone*, and **Sandy Neer** or **Carol Phillips** under *Requestor Name*. (If the order is for Media, add Michael Lapins as a second requestor.)
- Select the **Continue** button.
- Enter the **Product Code**, **Quantity**, and **Item Comments**, if any, for all items desired. If you don't have the product code, do a search for the item you desire, and add it to the cart from the *Search Results Screen*. When items have been added via the *Order by Product Code Screen*, select **Add to Cart**. Select **View Cart** in the upper left hand corner, to view all items in the shopping cart.
- From the Shopping Cart, you have the opportunity to *Continue Shopping*, *Update Cart* or *Checkout*. If the order is fine as is, select **Checkout**, or select one of the other options as appropriate.
- Once you have selected **Checkout**, the *Billing and Shipping screen* will be displayed with all the appropriate information already pre-filled in. Select the **Continue Checkout** button.
- The *Order Summary* will be displayed. Print this page and hold for ease in checking in the order.
- Select **Submit Order**. Your total dollar amount will be displayed. The checkout process is now complete.
- The order is now in the "*pending approval*" stage. An email is sent to Mark Figueroa letting him know an order has been placed and asking him to approve it. (If the order has not been approved in a reasonable amount of time, email or call Mark Figueroa and ask if he will approve the Office Max Order.)
- Once the order has been approved, an email will be sent to the requestor stating that the order has been placed.

- A 2nd email will be received confirming the order, and listing the details of the order. Forward this email to Lisa Peters at lpeters@mail.sdsu.edu.
- An email will be received, if items cannot be filled (for any reason -discontinued, etc.) by Office Max. Notify the requestor of the discontinued item and ask them to select a new item to be placed on a new order.