OfficeMax Green Purchasing Instructions

Note: These instructions are to aid you in purchasing recycled content products from OfficeMax. You may still purchase any products listed in their catalog. You are NOT limited to only recycled content products.

• Go to http://officemaxsolutions.com/html/index.shtml to access the online OfficeMax ordering system.

• Login using your credential or if you have not set up an account click on the request username or PIN link. Once you complete this information login credentials will be emailed to you.

• Once logged in you should receive a welcome screen with the following menu on the left hand side. Select Browse Catalog Only.

• You will then see delivery location confirmation information. Click Continue.

• An Advanced Search Screen will appear. From this screen you can select the category of item you wish to purchase and that it be recycled content products (check the box).
• The search results will be listed on the left with the ability to narrow your search results. Click on one of the links on the left to view the items to purchase.

• You can then select the item you want and continue with your purchase using your P-Card online, or submit the request as a requisition.

• Any product with a recycled logo 🌿 is comprised of some percentage of recycled content and helps the University in its efforts to protect and sustain the environment.