Quick Reference

How to Use the OfficeMax Punchout Site

You can now search for OfficeMax items using the “Advanced Search” function while on the M-marketsite Product Search panel. Although this search panel will not locate product catalog numbers it will search for product names. To search for specific product numbers you will need to be on the OfficeMax punch-out site.

Punching Out to OfficeMax from M-marketsite

1. From the M-marketsite Home page or Search Tools page, click on the Product Search panel.

2. Select All for the Category. The OfficeMax icons display in the Punchout section of the panel.

3. Click the OfficeMax icon in the Punchout section of the Product Search panel to punch out to the OfficeMax catalog with University of Michigan pricing.

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Navigating the OfficeMax Catalog

You can now browse for and select items from the OfficeMax catalog. When you have finished adding items to your OfficeMax shopping cart, you will “punch back” to M-marketsite and place your order.

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 product code.
- Browse our electronic **catalog** by searching through our item categories.
- Find an item quickly and easily by using a **shopping list**.

View your **message board** for important announcements.

Quickly add items to your order with the **product codes**.

Use the **refill finder** to find ink and toner by the machine model number.

<table>
<thead>
<tr>
<th>Shopping Lists</th>
<th>List Name</th>
<th>Date Last Changed</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalog</td>
<td>OfficeDepot</td>
<td>09/19/2004</td>
<td>Shared</td>
</tr>
<tr>
<td>Basic Office Supplies</td>
<td>09/19/2004</td>
<td>Shared</td>
<td></td>
</tr>
<tr>
<td>Binders &amp; Filing</td>
<td>09/19/2004</td>
<td>Shared</td>
<td></td>
</tr>
<tr>
<td>Business &amp; Office Products</td>
<td>09/19/2004</td>
<td>Shared</td>
<td></td>
</tr>
<tr>
<td>Calculators &amp; Markers</td>
<td>09/19/2004</td>
<td>Shared</td>
<td></td>
</tr>
<tr>
<td>Computer Hardware &amp; Peripherals</td>
<td>09/19/2004</td>
<td>Shared</td>
<td></td>
</tr>
<tr>
<td>Computer Accessories &amp; Supplies</td>
<td>09/19/2004</td>
<td>Shared</td>
<td></td>
</tr>
<tr>
<td>Copiers &amp; Printers</td>
<td>09/19/2004</td>
<td>Shared</td>
<td></td>
</tr>
<tr>
<td>Furniture</td>
<td>09/19/2004</td>
<td>Precedent</td>
<td></td>
</tr>
<tr>
<td>Filing &amp; Storage</td>
<td>09/19/2004</td>
<td>Shared</td>
<td></td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>09/19/2004</td>
<td>Shared</td>
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<tr>
<td>Health &amp; Safety Supplies</td>
<td>09/19/2004</td>
<td>Shared</td>
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<tr>
<td>Office Machines &amp; Equipment</td>
<td>09/19/2004</td>
<td>Shared</td>
<td></td>
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<tr>
<td>Paper &amp; Paper Products</td>
<td>09/19/2004</td>
<td>Shared</td>
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</tr>
<tr>
<td>Presentation &amp; Audio/Visual</td>
<td>09/19/2004</td>
<td>Shared</td>
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<tr>
<td>Printers &amp; Scanners</td>
<td>09/19/2004</td>
<td>Shared</td>
<td></td>
</tr>
<tr>
<td>Writing Instruments &amp; Supplies</td>
<td>09/19/2004</td>
<td>Shared</td>
<td></td>
</tr>
</tbody>
</table>
Shopping List

The *Shopping List* contains several items that you may order frequently.

You will see a picture and description of each item. Click on the underlined description to view more item detail.

Add items to your order by typing in the desired quantities next to any item you want to add to your order. After you type in your quantities, click on any of the add to cart buttons displayed on the screen.

Refill Finder

Find your machine’s inks and toners in just four easy steps!!

1. **Select a product type**

2. **Select a merchandise brand**

3. **Select Model Type**

4. **Add product to the shopping cart**

To add the item to your order type in the quantity in the QTY box then click add to cart.
Order by Product Code

Order by Product Code screen is for quickly adding items to your order by typing in the product code.

After typing in the product codes click on any **Add to Cart** button. You will then be taken to the **Shopping Cart** screen. Click on the **Continue Shopping** button to type in more product codes or select another shopping method from the left side and top of the screen.

Search/Advanced Search

The **search** and **advanced search** allow you to find product codes by typing in a product code or an item description.

Type a description into the **search** box then click on **Go**. Categories will appear in the center of your screen. Choose a category of your choice or refine your search.

To add an item to your order type in the quantity and click on **add to cart**. Or, you can click on the **underlined description** to view a larger imagine and more detail.
Click the Advanced Search link. Submit your search criteria using any of the methods available. To find items that match your description and are on your core list, click the box marked Contract. Then, click on the "search" button.

After using the advanced search you can type in your quantity and click on add to cart or refine search results. You will also have the choice of revising your search or starting a new search. Both of those options will take you back to the Advanced Search screen.

Catalog Drilldown

The catalog drilldown allows you to browse the catalog by categories to quickly find the items you are looking for. You can find your items in three easy steps!

Select the catalog from the drop down box.

Choose a category.

Select a subcategory on the center of your screen to view items and add them to your order.
Returning Items to your M-marketsite Shopping Cart

When you finish selecting items for your shopping cart, you will “punch back” to M-marketsite to place the order.

Click the Check out button to automatically return the items to your M-marketsite shopping cart.

Click Cancel Punchout if you wish to return to M-marketsite without any OfficeMax items.