



University of Iowa Purchasing Site Punch-out User Guide

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SHOPPER

Access OfficeMax Punchout Site

1. Click the link for OfficeMax Punchout catalog. You will land on the home page. The home page will display any system status message or company messages. From the home page you Create a New Order, access Save or Repeat Orders, Manage Shopping List or Browse the catalog.

OfficeMax

Live Online Assistance

Manage Orders Your Profile Help

Shopping

- Create New Office Product Order
- Saved Orders
- Repeat Orders
- Manage Shopping Lists
- Browse Catalog Only

Manage Orders

Hello, Mrs. Sherri Dusenbery.

The website will be inaccessible on Saturday, 4/11/09, from 9:30pm through 12:00am central time for planned system maintenance. We appreciate your patience during this time.

Order Updates

- Your order 91014350 has been deleted at 9:37AM CDT on Saturday, April 11, 2009

Message Board

Subject Using the Message Board

You can post up to ten messages which can be viewed by everyone in your organization. If you are an administrator, or if your administrator has given you the authority to post messages, then click on the Account Setup tab and select Message Board from the Administrative options area.

Other Messages:

Subject	Date
Using the Message Board	4/11/2009

2. Click on Create New Office Product Order to start shopping

Shopping

- Create New Office Product Order
- Saved Orders
- Repeat Orders
- Manage Shopping Lists
- Browse Catalog Only

3. This is the ordering screen that allows you to add items to your cart in several different methods. The default screen is Order by Product Code which allows you to add items when you know the item number.

Shopping Cart
Number of Items: 0
Subtotal: \$0.00
[View Cart](#) [Checkout](#)

OfficeMax [Save Order](#) | [Delete Order](#) [Live Online Assistance](#)

Messages **Order By Product Code** Shopping Lists Refill Finder Help

Search
Keyword/Product # [Go](#)
[Advanced Search](#)

Catalog
Full Line
Basic Office Supplies
Binders & Filing
Calendars & Organizers
Computer Accessories & Supplies
Computer Hardware & Peripherals
Custom Printing
Electronics
Food, Beverage, & Breakroom
Furniture & Office Accessories
Health & Safety
Janitorial & Maintenance Supplies
Labeling, Mailing, & Packaging
Office Machines & Equipment
Paper & Paper Products
Presentation & Audio/Visual
Printers & Supplies
Promotional & Custom Products
Writing Instruments & Supplies

Order by Product Code

[Add to Cart](#) [Add to List](#)

* Required for each item added to cart. Quantity is not needed to add an item to a list.

Product Code*	Qty*	UOM
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add to Cart](#) [Add to List](#)

4. The Advance Search allows you to enter keyword or product code. You can also filter your search by different areas.

Shopping Cart
Number of Items: 0
Subtotal: \$0.00
[View Cart](#) [Checkout](#)

OfficeMax [Save Order](#) | [Delete Order](#) [Live Online Assistance](#)

Messages **Order By Product Code** Shopping Lists Refill Finder Help

Search
Keyword/Product # [Go](#)
[Advanced Search](#)

Catalog
Full Line
Basic Office Supplies
Binders & Filing
Calendars & Organizers
Computer Accessories & Supplies
Computer Hardware & Peripherals
Custom Printing
Electronics
Food, Beverage, & Breakroom
Furniture & Office Accessories
Health & Safety
Janitorial & Maintenance Supplies
Labeling, Mailing, & Packaging
Office Machines & Equipment
Paper & Paper Products
Presentation & Audio/Visual
Printers & Supplies
Promotional & Custom Products
Writing Instruments & Supplies

Advanced Search

Enter Keyword or Product Code:

And/Or

Category:

Brand:

And/Or

Contract Items **C** Diverse Supplier

Small Business **SB** Recycled Goods

[Clear](#) [Search](#)

5. If you search for Green Pens, the search results are displayed. You can refine your search by category or brand.

Shopping Cart
Number of Items: 0
Subtotal: \$0.00
[View Cart](#) [Checkout](#)

OfficeMax [Save Order](#) [Delete Order](#) [Live Online Assistance](#)

[Messages](#) [Order By Product Code](#) [Shopping Lists](#) [Refill Finder](#) [Help](#)

Search
Keyword/Product #: [Go](#)
[Advanced Search](#)

Catalog
Full Line
Basic Office Supplies
Binders & Filing
Calendars & Organizers
Computer Accessories & Supplies
Computer Hardware & Peripherals
Custom Printing
Electronics
Food, Beverage, & Breakroom
Furniture & Office Accessories
Health & Safety
Janitorial & Maintenance Supplies
Labeling, Mailing, & Packaging
Office Machines & Equipment
Paper & Paper Products
Presentation & Audio/Visual
Printers & Supplies
Promotional & Custom Products
Writing Instruments & Supplies

Search Results
You searched for: GREEN PENS

Narrow your results by category

- [Pens](#) (46)
- [Pencils](#) (22)
- [Highlighters](#) (9)
- [Markers](#) (5)
- [Pen Refills](#) (2)
- [Miscellaneous](#) (1)

Narrow your results by brand

- [Avery](#)
- [Bic](#)
- [Crayola](#)
- [Dixon](#)
- [Dinmark Products, Inc.](#)
- [Expo](#)
- [OfficeMax](#)
- [Paper Mate](#)
- [Pental](#)
- [Pilot](#)
- [Sanford](#)
- [Sharpie Accent](#)
- [Staedtler](#)
- [Stride](#)
- [TUL](#)
- [Uni-ball](#)
- [uni-ball](#)
- [Zebra](#)
- [Zebra Pen](#)

6. If you select Pen Refills, the items are displayed.

Shopping Cart
Number of Items: 0
Subtotal: \$0.00
[View Cart](#) [Checkout](#)

OfficeMax [Save Order](#) [Delete Order](#) [Live Online Assistance](#)

[Messages](#) [Order By Product Code](#) [Shopping Lists](#) [Refill Finder](#) [Help](#)

Search
Keyword/Product #: [Go](#)
[Advanced Search](#)

Catalog
Full Line
Basic Office Supplies
Binders & Filing
Calendars & Organizers
Computer Accessories & Supplies
Computer Hardware & Peripherals
Custom Printing
Electronics
Food, Beverage, & Breakroom
Furniture & Office Accessories
Health & Safety
Janitorial & Maintenance Supplies
Labeling, Mailing, & Packaging
Office Machines & Equipment
Paper & Paper Products
Presentation & Audio/Visual
Printers & Supplies
Promotional & Custom Products
Writing Instruments & Supplies

Search Results
You searched for: GREEN PENS
[Revise Search](#) [New Search](#)





Category: [Pen Refills](#) [remove](#)

Refine Results:
 Show Only Contract Items [C](#) [Refine Results](#)

[Hide Images](#) [Compare Items](#)

Sort By: [Best Match](#) | [Description](#) | [Product Code](#)

Items 1-2 of 2

Product Code	UOM	Delivery*	Your Price	Compare
 N177235	PK	 1-3 Days	\$1.65	<input type="checkbox"/>
Pilot - Dr. Grip® Neon Gel, G-2 Gel, G6, Dr. Grip Gel LTD, Q7 Precise Gel Refills - Green, Extra Fine REFL_RBALL_G2_XF_GN_2PK SOS QTY <input type="text"/> Add to Cart Add to List				
 N177243	PK	 1-3 Days	\$1.65	<input type="checkbox"/>
Pilot - Dr. Grip® Neon Gel, G-2 Gel, G6, Dr. Grip Gel LTD, Q7 Precise Gel Refills - Green, Fine REFL_RBALL_G2_FH_GN_2PK SOS QTY <input type="text"/> Add to Cart Add to List				

[Hide Images](#) [Compare Items](#)

Items 1-2 of 2

7. Enter a quantity and click the Add to Cart button and the item are added to your shopping cart and it will be displayed.

Shopping Cart
Number of Items: 1
Subtotal: \$3.30
[View Cart](#) [Checkout](#)

OfficeMax [Save Order](#) [Delete Order](#)

Messages | Order By Product Code | Shopping Lists | Refill Finder | [Help](#)

Shopping Cart
Account: 0439418 - University of Iowa-Special Pricing
Ship To Code: PUNCH
Cart Subtotal: \$3.30

[Continue Shopping](#) [Update Cart](#) [Checkout](#)

Qty	UOM	Product Description	Delivery*	Your Subtotal Price	Select
2	PK	N177235 Pilot - Dr. Grip® Neon Gel G-2 Gel, GS, Dr. Grip Gel LTD, 07 Precise Gel Refills - Green, Extra Fine REF, RBALL, G2-XF, GN, 2PK SOS	2 in 1-3 Days	\$1.65 \$3.30	<input type="checkbox"/>
				Cart Subtotal:	
					Add to List Remove

* Stock is not allocated until order is placed. Days indicated above are business days and may vary depending upon delivery location.

[Continue Shopping](#) [Update Cart](#) [Checkout](#)

8. The Catalog drill down allows you to drill down thru the various categories until you find the items you are looking for.

Shopping Cart
Number of Items: 0
Subtotal: \$0.00
[View Cart](#) [Checkout](#)

OfficeMax [Save Order](#) [Delete Order](#)

Messages | Order By Product Code | Shopping Lists | Refill Finder | [Help](#)

Advanced Search

Enter Keyword or Product Code:

And/Or

Category:

Brand:

And/Or

Contract Items Diverse Supplier

Small Business Recycled Goods

[Clear](#) [Search](#)

Catalog
Full Line

- Basic Office Supplies
- Binders & Filing
- Calendars & Organizers
- Computer Accessories & Supplies
- Computer Hardware & Peripherals
- Custom Printing
- Electronics
- Food, Beverage, & Breakroom
- Furniture & Office Accessories
- Health & Safety
- Janitorial & Maintenance Supplies
- Labeling, Mailing, & Packaging
- Office Machines & Equipment
- Paper & Paper Products
- Presentation & Audio/Visual
- Printers & Supplies
- Promotional & Custom Products
- Writing Instruments & Supplies

Shopping Cart
Number of Items: 2
Subtotal: \$20.13
[View Cart](#) [Checkout](#)

OfficeMax [Save Order](#) | [Delete Order](#) [Live Online Assistance](#)

[Messages](#) [Order By Product Code](#) [Shopping Lists](#) [Refill Finder](#) [Help](#)

Search
Keyword/Product # [Go](#)
[Advanced Search](#)

Catalog
Full Line
Basic Office Supplies
Binders & Filing

Health & Safety >
- [First Aid](#)
- [Infection Control](#)
- [Personal Protection](#)
- [Pharmacy](#)

9. Enter the quantity and click the Add to Cart button.

Shopping Cart
Number of Items: 0
Subtotal: \$0.00
[View Cart](#) [Checkout](#)

OfficeMax [Save Order](#) | [Delete Order](#) [Live Online Assistance](#)

[Messages](#) [Order By Product Code](#) [Shopping Lists](#) [Refill Finder](#) [Help](#)

Search
Keyword/Product # [Go](#)
[Advanced Search](#)

Catalog
Full Line
Basic Office Supplies
Binders & Filing
Calendars & Organizers
Computer Accessories & Supplies
Computer Hardware & Peripherals
Custom Printing
Electronics
Food, Beverage, & Breakroom
Furniture & Office Accessories
Health & Safety
Janitorial & Maintenance Supplies
Labeling, Mailing, & Packaging
Office Machines & Equipment
Paper & Paper Products
Presentation & Audio/Visual
Printers & Supplies
Promotional & Custom Products
Writing Instruments & Supplies

Health & Safety > Pharmacy > Pain Relievers

[Hide Images](#) [Compare Items](#)

Items 1-1 of 1

Advil Pain Reliever - Refill Packs by Acme United

Product Code	UOM	Delivery*	Your Price	Compare
W315000	BX	Next Day	\$16.83 C	<input type="checkbox"/>

[Acme United - Advil® Pain Reliever - Refill Packs - Advil, 2 Tablets/Pack, 50 Packs/Box TABLETS,ADVIL, 50PK/BX](#)

QTY [Add to Cart](#) [Add to List](#)

[Hide Images](#) [Compare Items](#)

Items 1-1 of 1

*Stock is not allocated until order is placed. Days indicated above are business days and may vary depending upon delivery location.

10. Continue Shopping, Update the Cart, Save the order for placing later or add the items to a Shopping List. The updated shopping cart is displayed. At this point you can click Checkout to return to eBay,

The screenshot displays the OfficeMax shopping cart interface. At the top left, a 'Shopping Cart' summary shows 2 items for a subtotal of \$20.13, with 'View Cart' and 'Checkout' buttons. The OfficeMax logo and navigation links like 'Save Order', 'Delete Order', and 'Live Online Assistance' are at the top right. A search bar and a catalog sidebar are on the left. The main cart area, titled 'Shopping Cart', shows account details (University of Iowa) and a table of items:

Qty	UOM	Product Code	Description	Delivery*	Your Subtotal Price	Select
2	PK	N177235	Pilot - Dr. Grip® Neon Gel G-2 Gel G6 Dr. Grip Gel LTD_Q2 Precise Gel Refill - Green Extra Fine REFIL_RBALL_Q2_XF_GH_2PK SOS	2 In 1-3 Days	\$1.65 \$3.30	<input type="checkbox"/>
1	BX	W315000	Acme United - Advil® Pain Reliever - Refill Packs - Advil 2 Tablets/Pack_50 Packs/Box TABLETS_ADVIL_50PK/BX	1 Next Day	\$16.83 \$16.83	<input type="checkbox"/>
Cart Subtotal:					\$20.13	

Below the table, a note states: '* Stock is not allocated until order is placed. Days indicated above are business days and may vary depending upon delivery location.' Navigation buttons for 'Continue Shopping', 'Update Cart', and 'Checkout' are located at the bottom of the cart area.

11. If you click the Save Order in the upper right, you have the ability to save the order for placing later or use the items for a Repeat Order.

Shopping Cart
Number of Items 2
Subtotal \$20.13
[View Cart](#) [Checkout](#)

OfficeMax [Save Order](#) | [Delete Order](#) | [Live Online Assistance](#)

[Messages](#) [Order By Product Code](#) [Shopping Lists](#) [Refill Finder](#) [Help](#)

Search
Keyword/Product # [Go](#)
[Advanced Search](#)

Catalog
Full Line
Basic Office Supplies
Binders & Filing
Calendars & Organizers
Computer Accessories & Supplies
Computer Hardware & Peripherals
Custom Printing
Electronics
Food, Beverage, & Breakroom
Furniture & Office Accessories
Health & Safety
Janitorial & Maintenance Supplies
Labeling, Mailing, & Packaging
Office Machines & Equipment
Paper & Paper Products
Presentation & Audio/Visual
Printers & Supplies
Promotional & Custom Products
Writing Instruments & Supplies

Save Order

Save this order and place it later.
You can access it in the Saved Orders list after you log in.

Save as a Repeat Order with the name you specify below.
You can access it in the Repeat Orders list after you log in.

[Save](#)

12. If you save the order for placing later, the order can be found on the home page under Save Orders.

OfficeMax [Live Online Assistance](#)

[Manage Orders](#) [Your Profile](#) [Help](#)

Shopping
Create New Office Product Order
Saved Orders
Repeat Orders
Manage Shopping Lists
Browse Catalog Only

Saved Orders

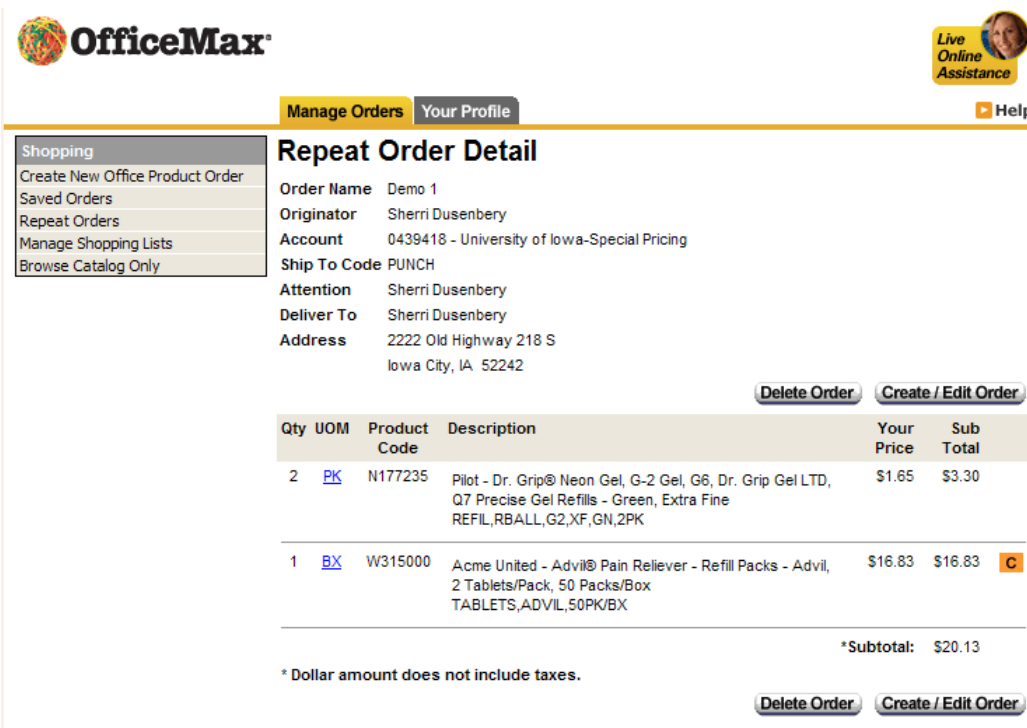
Date/Time (Central)	PO #	Subtotal
04/11/2009 09:58 AM	91014375	\$20.13

13. If you save the order as a Repeat Order, the order can be found on the home page under Repeat Orders.



The screenshot shows the OfficeMax website interface. At the top left is the OfficeMax logo. On the right, there is a 'Live Online Assistance' button with a person's icon. Below the logo, there are two tabs: 'Manage Orders' (highlighted) and 'Your Profile'. A 'Help' button is also visible. On the left side, there is a 'Shopping' menu with options: 'Create New Office Product Order', 'Saved Orders', 'Repeat Orders', 'Manage Shopping Lists', and 'Browse Catalog Only'. An arrow points from the 'Repeat Orders' menu item to a table of repeat orders. The table has columns for 'Name', 'Account', 'Ship To Code', and 'Subtotal'. One order is listed with Name 'Demo 1', Account '0439418 - University of Iowa-Special Pricing', Ship To Code 'PUNCH', and Subtotal '\$20.13'.

14. If you click on the Repeat Order, you can Delete it or Create/Edit Order. If you click Create/Edit Order you will be taking to the ordering screens where you can add additional items or just Checkout.



The screenshot shows the 'Repeat Order Detail' page in OfficeMax. It features the same top navigation as the previous screenshot. The 'Repeat Order Detail' section includes the following information:

- Order Name:** Demo 1
- Originator:** Sherri Dusenbery
- Account:** 0439418 - University of Iowa-Special Pricing
- Ship To Code:** PUNCH
- Attention:** Sherri Dusenbery
- Deliver To:** Sherri Dusenbery
- Address:** 2222 Old Highway 218 S, Iowa City, IA 52242

At the top right of the detail section, there are two buttons: 'Delete Order' and 'Create / Edit Order'. Below this is a table with columns: 'Qty', 'UOM', 'Product Code', 'Description', 'Your Price', and 'Sub Total'.

Qty	UOM	Product Code	Description	Your Price	Sub Total
2	PK	N177235	Pilot - Dr. Grip® Neon Gel, G-2 Gel, G6, Dr. Grip Gel LTD, Q7 Precise Gel Refills - Green, Extra Fine REFIL,RBALL,G2,XF,GN,2PK	\$1.65	\$3.30
1	BX	W315000	Acme United - Advil® Pain Reliever - Refill Packs - Advil, 2 Tablets/Pack, 50 Packs/Box TABLETS,ADVIL,50PK/BX	\$16.83	\$16.83

At the bottom right of the table area, it says '*Subtotal: \$20.13'. Below the table, there is a note: '* Dollar amount does not include taxes.' At the very bottom, there are two buttons: 'Delete Order' and 'Create / Edit Order'.

Shopping List

- Shopping lists are an easy way to order items that you routinely purchase. Shopping Lists can be Shared, created by Purchasing and used by everyone or Personal that is only available to the user that created the Shopping List. There are two ways to create a Shopping List, from the home page or while in the ordering page. From the home page click Manage Shopping List.

OfficeMax

Manage Orders Your Profile

Live Online Assistance

Help

Shopping

- Create New Office Product Order
- Saved Orders
- Repeat Orders
- Manage Shopping Lists
- Browse Catalog Only

Manage Shopping Lists [\[Create New List\]](#)

Filter By: All | [Personal](#) | [Shared](#)

List Name	Account	Type
No shopping lists found.		

Here you enter information about the Shopping List. Provide a name, a category and how items should be sorted.

Manage Orders Your Profile

Create New Shopping List

List Name

List Type Personal

Account 0439418 - University of Iowa-Special Pricing

Add Category

Categories are used to organize your shopping list. More can be added later.

Sort items within categories by: [\[Examples\]](#)

- Abbreviated Description
- Full Description
- Product Code
- Customer Product Code
- Entry Sequence

[Reset to Defaults](#) [Continue](#)

- Now you are in the ordering screens and you can add items to your shopping list in any of the available searching methods.

Shopping List
Number of Items: 0
[View List](#)

OfficeMax
[Save List](#) | [Delete List](#)

Messages | **Order By Product Code** | Shopping Lists | Refill Finder

Search
Keyword/Product #
[Advanced Search](#)

Catalog
Full Line

Basic Office Supplies
Binders & Filing
Calendars & Organizers
Computer Accessories & Supplies
Computer Hardware & Peripherals
Custom Printing
Electronics
Food, Beverage, & Breakroom
Furniture & Office Accessories
Health & Safety
Janitorial & Maintenance Supplies
Labeling, Mailing, & Packaging
Office Machines & Equipment
Paper & Paper Products
Presentation & Audio/Visual
Printers & Supplies
Promotional & Custom Products
Writing Instruments & Supplies

Order by Product Code

Add Items to This Category:
[\[Add Another Category To This List\]](#)

* Required for each item.

Product Code*	UOM
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

- When you find items you want to add to the list, just check the Add to List button. When you have added all items to your Shopping List, click the Save List link.

Shopping List
Number of Items: 0
[View List](#)

OfficeMax
[Save List](#) | [Delete List](#)

Messages | **Order By Product Code** | Shopping Lists | Refill Finder | [Live Online Assistance](#) | [Help](#)

Search
Keyword/Product #
[Advanced Search](#)

Catalog
Full Line

Basic Office Supplies
Binders & Filing
Calendars & Organizers
Computer Accessories & Supplies
Computer Hardware & Peripherals
Custom Printing
Electronics
Food, Beverage, & Breakroom
Furniture & Office Accessories
Health & Safety
Janitorial & Maintenance Supplies
Labeling, Mailing, & Packaging
Office Machines & Equipment
Paper & Paper Products
Presentation & Audio/Visual
Printers & Supplies
Promotional & Custom Products
Writing Instruments & Supplies

Basic Office Supplies > Clips and Fasteners > Book Rings

Add Items to This Category:
[\[Add Another Category To This List\]](#)

Items 1-3 of 3

Loose-Leaf Book Rings in Reuseable Plastic Tub by OfficeMax

Product Code	UOM	Your Price	Compare
H40M99838	PK	\$3.04 C	<input type="checkbox"/>
OfficeMax - Loose-Leaf Book Rings in Reuseable Plastic Tub - Assorted, 30/Pack BK RINGS 30/TUB ASST SIZES			
<input checked="" type="checkbox"/>	<input type="button" value="Add to List"/>		
H40M99845	PK	\$3.72 C	<input type="checkbox"/>
OfficeMax - Loose-Leaf Book Rings in Reuseable Plastic Tub - 1" Dia., 40/Pack RING.BK 1INCH.40/TUB			
<input type="checkbox"/>	<input type="button" value="Add to List"/>		

4. The other method to add items to a Shopping List is when you are creating an order. In addition to Add to Cart button there is also an Add to List button, just click the Add to List button.

The screenshot shows the OfficeMax website interface. On the left is a navigation menu with categories like 'Basic Office Supplies', 'Binders & Filing', etc. The main content area displays two product listings:

Product Code	UOM	Delivery*	Your Price	Compare
H20M01917	EA	Next Day	\$23.32	<input type="checkbox"/>
3.0 Deluxe 3-Hole Punch by TUL TUL - 3.0 Deluxe 3-Hole Punch - 20 Sheet of 50 lb. Paper, 11-1/3" W x 4-4/5" D x 3-4/5" H, 9/32" Dia. Black PUNCH,3HL,TUL,3.0,BK QTY <input type="text"/> Add to Cart Add to List				
Comfort Handle 2-Hole Punch by Swingline H274050 Swingline - Comfort Handle 2-Hole Punch - 20 Lb., 28 Sheets, 2, Black PUNCH,PPR,2HOLE,BK,1/4 QTY <input type="text"/> Add to Cart Add to List				

An arrow points from the text above to the 'Add to List' button for the 3.0 Deluxe 3-Hole Punch.

5. Here you have the option to add to an existing Shopping List or create a new list.

The screenshot shows the 'Add to Shopping List' dialog box on the OfficeMax website. It includes a search bar and a dropdown menu for selecting a shopping list.

Select a list to add to or [Create a New List](#)

6. If you select to add to an existing Shopping List, you can add to an existing category or create a new category.

Shopping Cart
Number of Items: 0
Subtotal: \$0.00
[View Cart](#) [Checkout](#)

OfficeMax [Save Order](#) | [Delete Order](#)

[Messages](#) [Order By Product Code](#) [Shopping Lists](#) [Refill Finder](#)

Add to Shopping List

Select a list to add to: Demo 2

Select a category to add to: All

OR

Create a new category:

[Continue](#)

Search
Keyword/Product # [Go](#)
[Advanced Search](#)

Catalog
Full Line
Basic Office Supplies
Binders & Filing
Calendars & Organizers
Computer Accessories & Supplies
Computer Hardware & Peripherals

7. The item has been added to the Shopping List.

Shopping Cart
Number of Items: 0
Subtotal: \$0.00
[View Cart](#) [Checkout](#)

OfficeMax [Save Order](#) | [Delete Order](#) [Live Online Assistance](#)

[Messages](#) [Order By Product Code](#) [Shopping Lists](#) [Refill Finder](#) [Help](#)

Demo 2 [Edit List](#) [Copy List](#) [Delete List](#) [Continue Shopping](#)

1 item was added to this list

Items Sorted: Product Code
By

Number of Items: 4
Modified: 04/11/2009 10:09 AM

Search
Keyword/Product # [Go](#)
[Advanced Search](#)

Catalog
Full Line
Basic Office Supplies
Binders & Filing

Compare Feature

- You can compare like items if you are unsure which item will mean your needs. To the right of each item is a Compare box, just check the box for the items you want to compare up to four items.

The screenshot displays the OfficeMax website interface. At the top left, a 'Shopping Cart' summary shows 2 items for a subtotal of \$20.13. The main navigation bar includes 'Messages', 'Order By: Product Code', 'Shopping Lists', 'Refill Finder', and 'Help'. A search bar on the left contains the text '12 CUP COFFEE MAKER'. The search results page shows a filter for 'Contract Items' and 'Appliances'. A 'Refine Results' section allows filtering by color (Black) and showing only contract items. The main product list contains two items:

Product Code	UOM	Delivery*	Your Price	Compare
A7CC123	EA	Next Day	\$49.77	<input checked="" type="checkbox"/>
A7D43012B	EA	Next Day	\$74.01	<input checked="" type="checkbox"/>

Each product entry includes a small image, a quantity selector, and buttons for 'Add to Cart' and 'Add to List'. A red arrow points from the text in the first step to the 'Compare' checkbox in the first product row.


2. The system will display the items side by side and noting in yellow the differences between the items.

Shopping Cart


Number of Items 2

Subtotal \$20.13

[View Cart](#) [Checkout](#)



[Save Order](#) | [Delete Order](#)



Search

Keyword/Product# [Go](#)

[Advanced Search](#)

Item Comparison

[Print This Page](#) [Email This Page](#)



NOTE: A shaded background indicates differences in product specifications.

[Help](#)

Catalog

Full Line

- Basic Office Supplies
- Binders & Filing
- Calendars & Organizers
- Computer Accessories & Supplies
- Computer Hardware & Peripherals
- Custom Printing
- Electronics
- Food, Beverage, & Breakroom
- Furniture & Office Accessories
- Health & Safety
- Janitorial & Maintenance Supplies
- Labeling, Mailing, & Packaging
- Office Machines & Equipment
- Paper & Paper Products
- Presentation & Audio/Visual
- Printers & Supplies
- Promotional & Custom Products
- Writing Instruments & Supplies

	Remove Remove All	<input type="checkbox"/>
Part Number	 Enlarge Image A7D43012B QTY <input type="text"/> Add to Cart Add to List	 Enlarge Image A7CC123 QTY <input type="text"/> Add to Cart Add to List
Manufacturer	RAGOLD	CLASSIC COFFEE CONCEPTS
Description	Hamilton Beach - 12-Cup Dispensing Coffee Maker - Black, 12-Cup, 11-4/5" W x 15-1/2" H x 11-1/2" D	Classic Coffee Concepts - 12-Cup Commercial Coffee Maker CC123 - Black, 12-Cup
Price/UOM	\$74.01 / EA. C	\$49.77 / EA. C
Delivery*	<input checked="" type="checkbox"/> Next Day	<input checked="" type="checkbox"/> Next Day
Key Features		
Color	Black	Black
Type	12-Cup	12-Cup
Dimensions	11-4/5" W x 15-1/2" H x 11-1/2" D	