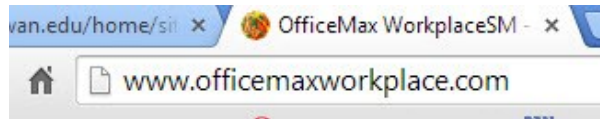


Office Max

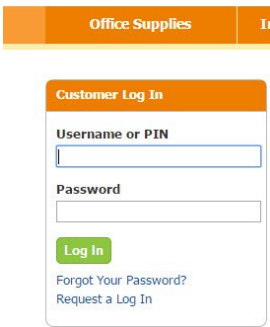
1 Request an Office Max account by e-mailing dorch@rowan.edu. You will receive a welcome email from Office Max with your username and password. After you complete your first online order, you will receive an email containing your personal ID number (PIN).

2 Open a browser, and go to <http://www.officemaxworkplace.com>

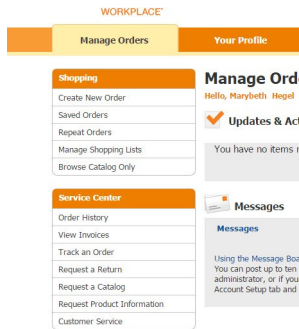


3 Log in

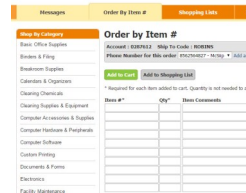
OfficeMax
WORKPLACE



4 Create a new order



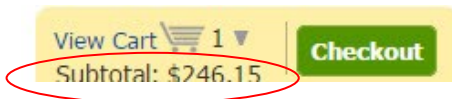
5 Select Items you wish to order



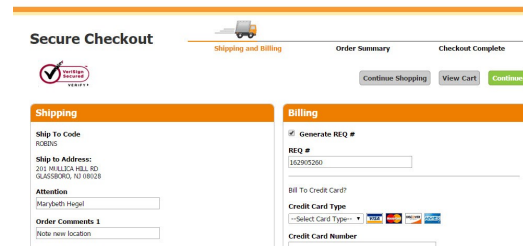
6 Add the items you want to the cart



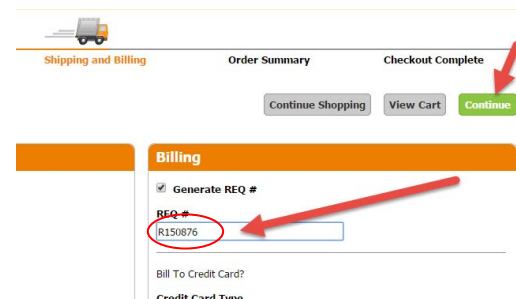
7 When finished shopping, select **Checkout** at the top right of the screen. Be sure to write down your **Subtotal**



8 Your check out screen looks like this. **Stop.** Open a new tab in your Browser and go to Banner and put in a requisition for the amount of your order. Write down your Banner Requisition number.



9 After you created the requisition, come back to the Office Max checkout screen. Under REQ#, take out the number that is in there, enter the Banner requisition number you just created.



10 Select **Continue**

11 On the next page you can print your order, then select **Submit your Order**



Do **not** email the Office Max Purchase order to the vendor.