

# Employee Discount Ordering Procedures for OfficeMax

*Note: All orders must be placed by phone. Orders will not be accepted by the local OfficeMax store or by utilizing the OfficeMax website.*

Link to the following address: [www.officemaxsolutions.com](http://www.officemaxsolutions.com).

Click in the box located on the left side of the screen asking for username or PIN #.

For user name or PIN#, enter:  
SIUCbrowse

For password, contact  
Betty Rouse (453-6710)  
or [bettyr@siu.edu](mailto:bettyr@siu.edu)

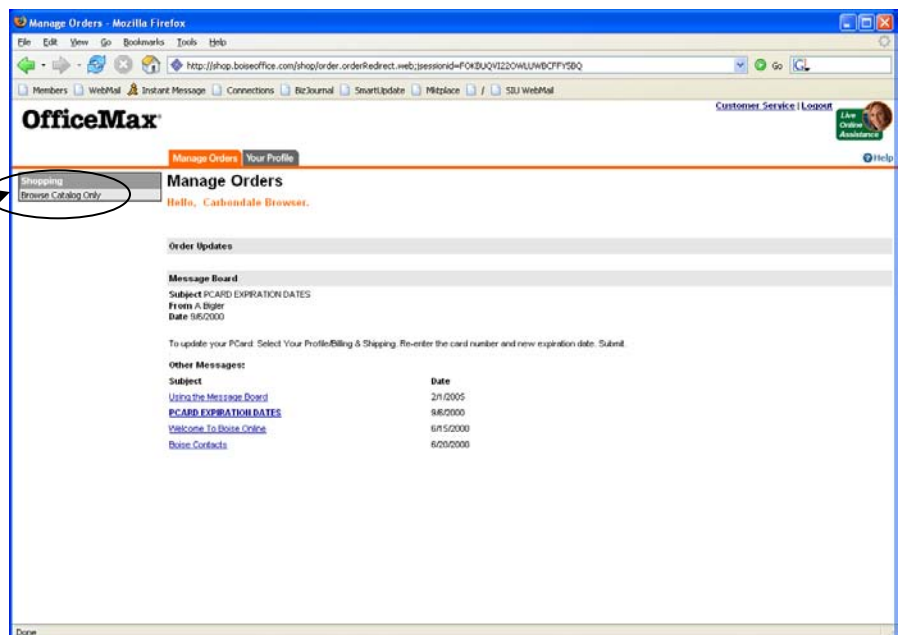
Click on: Log In.

This site is a “browse site only” and will not allow orders to be placed on-line. Please continue.

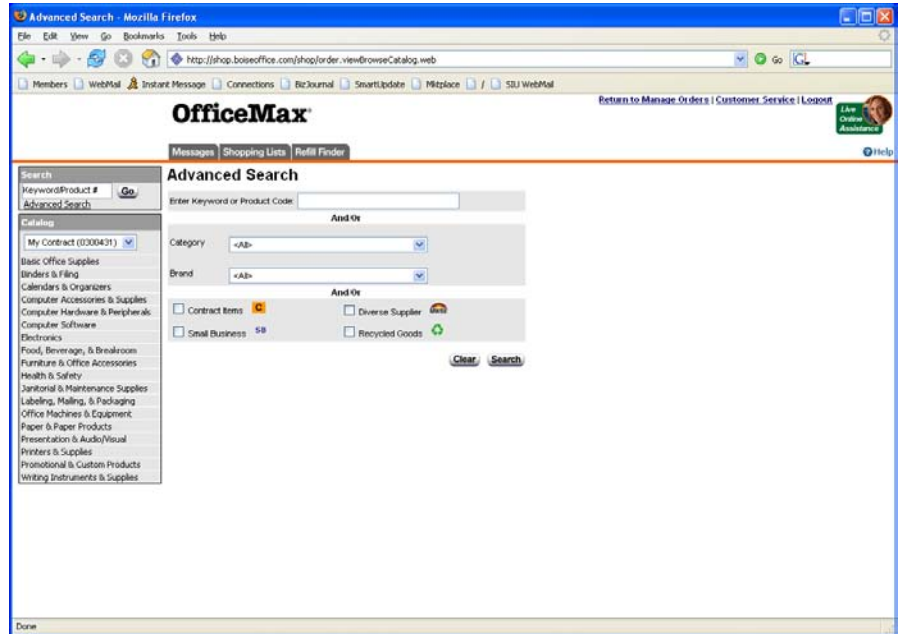


The “Manage Orders” page will appear:

Click on: Browse Catalog Only.



This will take you to a browse screen which will allow you to enter the Keyword or Product Code for the item you are looking for. SIU Carbondale contract pricing will appear for each item entered.



**Retain a list of all item numbers, quantities and the contract price of each item you wish to order.**

You will then need to call the OfficeMax call center number at 1-800-472-6473 and place your order with one of the OfficeMax telephone representatives.

The representative will need the following additional information to fill your order:

- 1) SIU Carbondale Account number: 0300431.
- 2) Consignee number: EMPPUR.
- 3) Delivery information: Deliveries for all personal orders will be made to SIU Carbondale addresses only. No deliveries for personal orders will be made to off Campus locations.

Note: All personal orders will be charged applicable sales tax.

For additional information, contact:

Betty Rouse  
Procurement Services  
Email: [bettyr@siu.edu](mailto:bettyr@siu.edu)  
(618) 453-6710