OFFICE SUPPLIES CONTRACT INFORMATION
CONTRACT 16229

Office Supplies are available through a contract established with OfficeMax.

Orders may be placed three different ways:

1. through an on-line punch-out catalog in EasyPurchase. Please note that this is the only on-line ordering system available.

2. through stores located in Aberdeen, Watertown, Sioux Falls, or Rapid City. Retail Connect Cards are available for employees to pick-up in the stores. The Retail Connect Cards are scanned at time of checkout to obtain the contract prices. Please note that store purchases must be paid for at time of checkout utilizing a Citibank purchasing card or another source of payment.

   OR

3. through telephone. Catalogs can be obtained by contacting the OfficeMax representative. Steve Hanson has been assigned to the State of South Dakota. You may email him at Steven.Hanson@officemax.com or telephone 763-443-7743.

   When placing a telephone order, please **DO NOT** use a PIN number.

   OfficeMax has established the following for telephone orders:

   OFFICEMAX GOLD TEAM
   Telephone: 866-207-1921
   Use Account Number 727367 if utilizing the “bill me” option.
   Use Account Number 727370 if utilizing a credit card for payment.

Shopping Lists:

The core list is located in the Shopping List Tab. The core list are items that are most purchased by State employees and pricing is deeply discounted.

State employees may also create individual personalized shopping lists of their most purchased items. When ordering supplies in the punch-out catalog, items may be added to the personalized shopping lists by following the prompts.

Billing:

Packing slips will be included with the box. It will be located in a plastic envelope on the outside of the box. Packing slips will contain the pricing unless it is a back-ordered or special order item. Back-ordered or special order items are shipped directly from the manufacturer.

Copies of invoices may be obtained from calling OfficeMax at telephone 866-207-1921.

Shopping Cart:

Some EasyPurchase users are receiving a blank page with an "#" on it when the shopping cart transfers from the punch-out catalog back into EasyPurchase. The following are the directions you can follow to remove that "#".

Step 1:

Open Internet Explorer, from the "**Tools**" menu select the last item displayed titled "**Internet Options**".

Step 2:

Click on the "**Security**" tab in the "**Internet Options**" panel, and then click on the "**Custom Level**" button three quarters down the panel.

Step 3:

Scroll down the list presented in the "**Security Settings – Internet Zone**" panel and locate the **"Enable XSS Filter**" option (this is almost at the end of the list). Select the "**Disable**" option, then click the "**OK**" button to close the panel and save your changes. Click the "**OK**" button on the "**Internet Options**" to close and save any changes. Close and re-start Internet Explorer.

Delivery:

Orders placed by 5:00 P.M. local time will receive next day delivery to the following cities: Aberdeen, Pierre, Sioux Falls, Brookings, Mitchell, Watertown, Vermillion, Rapid City, Spearfish, Madison, Springfield, Redfield, and Yankton. All other locations within the State of South Dakota will receive two day delivery.

Return Policy:

Office supplies and ink/toner may be returned for a full refund up to 30 days after the original purchase date in the original unopened package.

There are no restocking fees.

Training:

Agencies still requiring training on EasyPurchase for new users or help regarding catalog punch-outs, please contact Lisa Hubbard at telephone (605) 773-4580.