



The Florida State University Purchasing Services Contract Summary Sheet

Commodity: Office Supplies	Contract #: K5014-7
Vendor: OfficeMax	Effective Date: July 2006
OMNI Vendor ID#: 0000020581	DMBE Certified: No
Address: 10255 Fortune Pkwy Ste 110 Jacksonville, FL, 32256	Payment Terms: Net 40
Contact: Tracy Chamberlin	Purchasing Card Can Be Used: Yes
Phone: 850-322-4190	Fax: 904-538-4900
E-Mail: TracyChamberlain@officemax.com	Website: OMNI Login Page This is an EMarket vendor this is the first & main login. You should use this unless the order falls in one of the other methods.
Purchasing Specialist: Geneva Miller gamiller@admin.fsu.edu 850-644-9723	Procure to Pay Team Leader: Geneva Miller

Contract Information: 1. Use ONLY the EMarket site for pricing. 2. Next day delivery for orders of in stock items received by 4pm.

Note:

- * **EMarket is the first way to purchase with this vendor.** Any regular order sent to Purchasing not done through the EMarket system will be canceled. We will contact you to let you know the order was canceled (will show as canceled in Manage Requisitions also) and to go through EMarket to place order.
- * **The P-Card is the second way to purchase from this vendor.** If the order is under \$50 and you have a p-card this is the way you should order. The web site for ordering with the p-card is <http://www.officemaxsolutions.com/index.shtml>
- * **Entering a requisition manually is the third way to order from this vendor.** If an item you are wanting to purchase is not in the EMarket system or if you are purchasing large volume of a single item you will need to manually enter a requisition.
- * Do not purchase computer parts/accessories from OfficeMax (with the exception of toner and copy paper) they are on contract with GovConnection.
- * Limited furniture items are available from this contract.
- * Make sure when doing your requisition that you change the "ship to" to your address so that you receive desktop delivery.
- * If you can't find an item in the catalog please contact Tracy Chamberlin directly or the purchasing specialist. Be sure to give them a complete description of the item and they may be able to either find the item or an equivalent.
- * If ordering office supplies for a lab please code as "office supplies" not "lab supplies" even if the supplies are to be used in a lab.
- * When receiving the order in OMNI make sure to do a receipt for each invoice, **do not** combine invoices as AP will not be able to pay.
- * For Personal Purchases [click here](#).