



The Florida State University Purchasing Services Contract Summary Sheet

Commodity: Toner	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: Purchasing: Geneva Miller (gamiller@admin.fsu.edu) Accounts Payable: Mike Anestor (manetor@admin.fsu.edu)
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. * 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 item number and they may be able to either find the item or an equivalent. * 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 .	
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