

SAN JACINTO COLLEGE

Facilities Services

PROCEDURE

MANUAL: Facilities Services
TITLE: OfficeMax Order Procedures
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Director Support Services – Facilities Services

POLICY NO:
PROC. NO: FS-PR-3.12
ORIG. DATE: 08/04/2015
EFF. DATE: 01/24/2017

SCOPE

OfficeMax and Office Depot (companies merged as one) are a contracted vendor for the College, all purchases are made on line.

The provisions of this document apply to all SJCD personnel responsible for the Facilities Services inventory maintenance and controls and the usage thereof. The Facilities Services Admin orders for all three campuses.

DEFINITIONS

PO – Standing PO is entered yearly for ordering items

The Exchange – San Jacinto College website where Purchasing Forms can be found

ROLES AND RESPONSIBILITIES

Central Campus – Responsible for ordering for all three campuses. North and South email request for supply's and off campus Utility delivers to each campus once orders are received.

Contractor's Desk – Responsible for **only** accepting PO's from employees listed on the authorized purchasers list.

Facilities Employees - Responsible for providing valid ID when dropping off PO's.

PROCEDURES

- I. Purchasing
 - A. Go to website: www.officemaxworkplace.com
 - B. Customer Login: Enter User Name and Password
 - C. Manage Orders: click on Create New Office Product Order

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- D. “Account #” and “Ship to Code” default, so do not change
- E. Create New Order: fill out the next 4 questions
 - i. Example
 - a. Name:
 - b. Building Name: Maintenance
 - c. Room Number: Office
 - d. Phone Number: 281-476-1854
 - e. (Then Click On Continue)
- F. Order by “Product Code” from catalog or website and Qty needed
- G. When done, or need more lines to order, click on Add to Cart
- H. Shopping Cart
 - i. This is where you’re able to view your order and make any changes necessary or continue shopping
 - ii. When order is complete or no changes needed click on Checkout
- I. Banner PO#
 - i. Enter Standing PO# then click on Continue Checkout
- J. Last time to be able to view items, you can only Save or Delete your order from this page. When ready, click on Submit Order.
- K. For any problems or restrictions while ordering, contact **Charity Simpson #6328**
- L. When ordering by phone (not preferred method) 1-877-969-6629
 - i. You may be asked the following questions when ordering via phone
 - a. Acct# 441267
 - b. Shipping code: C-camp
 - c. Cell Center: Your Name
 - d. Routing: Maintenance

II. SUPPLEMENTARY LINKS OR DOCUMENTS

- A. The Exchange

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- i. Accessible link for reference
 - a. (Double click link or copy in your web browser)
 - a. <http://internal.sanjac.edu/node/5902>
- B. OfficeMax and Office Depot
 - i. Accessible link for reference
 - a. (Double click link or copy in your web browser)
 - a. <http://www.officemaxworkplace.com/>

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