

How to Purchase from the Core List/Contract Items

1. In the ordering section, click on "Advanced Search."

Shopping Cart
Number of Items: 0
Subtotal: \$0.00
[View Cart](#) [Checkout](#)

OfficeMax
WORK WITH US™

Messages **Order By Product Code** Shopping Lists Refill Finder

Search
Keyword/Product # [Go](#)
[Advanced Search](#)

Catalog
Full Line
Advanced Search
Basic Office Supplies
Binders & Filing
Calendars & Organizers
Computer Accessories & Supplies

Order by Product Code

Add Items to This Account Number: 01-0370-0000-7370-00 - 4106
[\[Add Another Account Number To This Order\]](#)

[Add to Cart](#) [Add to List](#)

* Required for each item added to cart. Quantity is not needed to add an item to a list.

Product Code*	Qty*	UOM	Item Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. On the Advanced Search window, enter your keyword or product code and select "Contract Items."

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Calendars & Organizers
Computer Accessories & Supplies
Computer Hardware & Peripherals
Custom Printing
Electronics
Food, Beverage, & Breakroom
Furniture & Office Accessories
Health & Safety
Janitorial & Maintenance Supplies

Advanced Search

Enter Keyword or Product Code:

And/Or

Category: <All>

Brand: <All>

And/Or

Contract Items **C** Promotional Items **SALE**
 Contact Items **MWBE** Small Business **SB**
 Recycled Goods **RECYCLED**

[Clear](#) [Search](#)

3. Click Search.

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Calendars & Organizers
Computer Accessories & Supplies
Computer Hardware & Peripherals
Custom Printing
Electronics
Food, Beverage, & Breakroom
Furniture & Office Accessories
Health & Safety
Janitorial & Maintenance Supplies
Labeling, Mailing, & Packaging

Advanced Search
Enter Keyword or Product Code:

And/Or
Category:
Brand:

And/Or
 Contract Items **C** Promotional Items **SALE**
 Diverse Supplier **MWBE** Small Business **SB**
 Recycled Goods

[Clear](#) [Search](#)

4. Narrow your results by category or by brand.

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Furniture & Office Accessories
Health & Safety
Janitorial & Maintenance Supplies
Labeling, Mailing, & Packaging

Search Results
You searched for: **PENS**
Filter: **Contract Items** [remove](#)

Narrow your results by category
[Pens](#) (19)
[Desk Accessories](#) (1)
[Miscellaneous](#) (1)
[Pencils](#) (1)

Narrow your results by brand
[Bic](#)
[OfficeMax](#)
[Paper Mate](#)
[Pilot](#)
[uni-ball](#)

[Save](#)

5. The items listed are items in our Core list and are contract items. They are distinguished by the orange square with a black C.

Shopping Cart
 Number of Items: 0
 Subtotal: \$0.00
[View Cart](#) [Checkout](#)

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[Save Order](#) | [Delete Order](#) | [Customer Service](#) | [Logout](#) [Live Online Assistance](#)

[Messages](#) | [Order By Product Code](#) | [Shopping Lists](#) | [Refill Finder](#) [Help](#)

Search Results
 You searched for: **PEIS**
 Filters: **Contract Items**
 Category: **Pens** [return to Search](#)
 SubCategory: **Rollerball - Ink** [return to Search](#)

Refine Results:
 Show Only Contract Items **C** [Refine Results](#)

Add Items to This Account Number: 01-0370-0000-7370-00 - 4106
[Add Another Account Number To This Order](#)

[Show Images](#) [Compare Items](#)

Sort By: **Best Match** | [Description](#) | [Product Code](#)

Items 1-8 of 8

Product Code	UOM	Delivery*	Your Price	Compare
N180101	DZ	Next Day	\$8.84 C	<input type="checkbox"/>
uni-ball - Roller Ball Pens - Matte Black, Black, Fine 0.7mm UNI-BALL FINE BLACK 12 PK				
QTY: <input type="text"/>	Add to Cart Add to List			
Product Code	UOM	Delivery*	Your Price	Compare
N180151	DZ	Next Day	\$9.52 C	<input type="checkbox"/>
uni-ball - Roller Ball Pens - Matte Black, Black, Micro 0.5mm UNI-BALL U-FINE BLACK 12 PACK				
<input type="text"/>		Add to Cart Add to List		

6. If you did not click Advanced Search, you may at anytime refine the results by selecting “Show Only Contract Items.” (See red arrow above)

7. For all items your office may need, please select from the core list. If you have searched for a needed item that is not on the core list, please contact Accounts Payable (x4722) or email hhammons@sbts.edu.