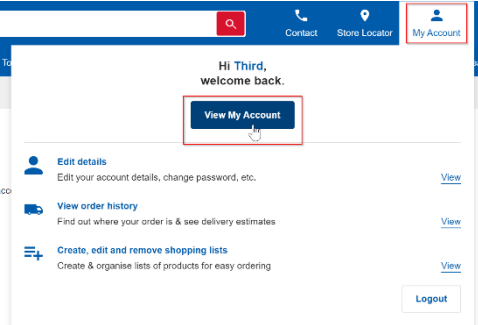


Using your U3A Officeworks Account.

NEW OFFICEWORKS ACCOUNT


U3A Australia has a Buying Group open to all U3A's within the U3A network. Once a 30 Day Business Account has been set up then Officeworks Business pricing can be applied to the account.

BUSINESS PRICING FOR U3A's



Business Pricing will be applied to the U3A account when they join the Buying Group. You can view this by logging in and clicking:

- My Account
- Organisation
- Business Price List

There are 1300+ consumable items have been set up for U3A. There is a red star  against these items. Alternatively look up a product or category (i.e. Binders) to see the items and which have Business Pricing.

SEARCHING FOR PRODUCTS & USING FILTERS

When searching for products using the search bar at the top, you can put in key words e.g. A4 Copy Paper. The results can be refined by the available filters on the left-hand side of the page. Other filters can be selected to reduce the range of items being searched.

Business Filters

Business Price only

Search in

- Paper (23)
- A4 Copy Paper (23)
- A4 Copy Paper 70-90gsm (13)
- Presentation Paper (9)
- A4 Presentation Paper (9)
- More...

Refine by

Price

- \$5 - \$9
- \$9 - \$13
- \$13 - \$17
- \$17 - \$25
- \$25 - \$33
- \$33 - \$46

Min. \$ 5 to Max. \$ 46

Apply









Available Online

Yes (23)

Brand

- Color Copy (2)
- HP (2)
- J.Burrows (13)

Your delivery location is: **Keilor Park, 3042** Your store is: **Chadstone Officeworks**

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>★\$8.90 excl. GST J.Burrows 90gsm Pro A4 Copy Paper 500 Sheet Ream</p> <p>Unavailable Online</p> <p>Add to My List</p> <p>Add to Compare</p> |  <p>★\$41.36 excl. GST J.Burrows 90gsm Pro A4 Copy Paper 5 Ream Carton</p> <p>Unavailable Online</p> <p>Add to My List</p> <p>Add to Compare</p> |  <p>★\$29.06 excl. GST J.Burrows 80gsm Premium A4 Copy Paper Carton</p> <p>BEST SELLER</p> <p>Add to Cart</p> <p>Add to My List</p> <p>Add to Compare</p> |  <p>★\$6.66 excl. GST J.Burrows 80gsm Premium A4 Copy Paper 500 Sheet Ream</p> <p>Add to Cart</p> <p>Add to My List</p> <p>Add to Compare</p> |
|  <p>★\$35.12 excl. GST Reflex Ultra White 80gsm A4 Copy Paper 500 Sheet 5 Pack</p> <p>BEST SELLER</p> <p>Unavailable Online</p> |  <p>★\$28.77 excl. GST J.Burrows 100% Recycled A4 Copy Paper Carton</p> <p>Unavailable Online</p> |  <p>★\$35.96 excl. GST Reflex 50% Recycled 80gsm A4 Copy Paper 5 Ream Carton</p> <p>BEST SELLER</p> <p>Unavailable Online</p> |  <p>★\$5.11 excl. GST Keji A4 Copy Paper 70GSM 500 Sheet Ream</p> <p>BEST SELLER</p> <p>Add to Cart</p> |

SHOPPING LISTS / FAVOURITES

For frequently ordered items, shopping lists can be created that you can order from. These should be your go-to items first as this will speed item selection and ordering on the officeworks.com.au website. You can have multiple Shopping Lists, i.e. one for Stationery and one for Kitchen and Washroom. Each Shopping List can have up to 50 items in each list. Shopping Lists can be created for Locations, Departments or Categories. You can also shop from List to List to generate a single order.

You can also Share the Shopping List so staff in the same location can order from the same list. Go to the Shopping List and Click Edit to tick the Share button.

You can access the list by:

My Account / View My Shopping Lists – click on name of List – tick items to purchase – Add to Cart

ORDERING ONLINE

Ordering with Officeworks is done online. Under normal circumstances the order will be delivered next day or the following day. Any item that is identified during the order process (at Checkout) as having a longer delivery timeframe will be delivered around the date specified. **Currently Next Day Delivery is our standard delivery option in Metropolitan locations. When ordering, follow the GREEN and BLUE buttons through to the completion of the order and then click Pay with my 30 Day Account. All Confirmations go to the person placing the order and the Invoices to Accounts Payable.**

Delivery is FREE to your locations for orders \$55 or more for all usual stationery orders. Otherwise a \$5.95 charge will be incurred. Large items such as Furniture and pallets of paper do incur a Large Item Fee and this will be advised at the time of purchase. If the Same Day Delivery service is available in your postcode it is \$5.95 on any standard order. U3A's in Regional and Country location will get charged at delivery fee depending on their location or can do a Click and Collect and pick up from their nominated store (see below)

Click and Collect – this is an option (at the Delivery page) so you can place orders online and collect from your local store. Optimally this will be the same day if the stock is available at that store. This is ideal for more urgent requirements. Speak to your Administrator about ordering with this method.

Availability – this is noted in the Checkout at the time of order. They will be separated in the Cart so you know when individual items are likely to be delivered.

Digital Store Card – U3A Contacts can have access to the digital store card to purchase in store. This is recommended as many U3A's will have location Officeworks store they may wish to shop at. The store cards (digital or plastic) need to be ordered or activated and are not automatically applied to the U3A account. Once you have logged in and changed your password on your computer), download the Officeworks App (not the Officeworks Photo App), log in with USER ID (Not email address) and your new Password. Click 30 Day Card. A Bar Code will appear. POS Team Member will scan the bar code and the goods. You will receive a receipt and the invoice will be sent your accounts team. Please DO NOT Save the bar code in any way as it changes regularly.

Authority to Purchase – these can only be generated by Administrators in My Account/Manage 30 Day Business Account for staff going into store who are **not** on the account as a Contact. It generates a one-off use Bar Code and its access can be set for up to 30 Days.

Contacting Officeworks

If you have any questions, please contact the Officeworks email address specifically for U3A's – u3aaustralia@officeworks.com.au and the Sales Support team will be able to help with your enquiry.

Otherwise contact Simon Spivak on 0427909206 or at sspivak@officeworks.com.au at Officeworks.