



OfficeMate e-procurement

Online purchasing system for corporate

Free
for OfficeMate
customer
only

User Manual



e-Procurement
smart purchase solution by **OfficeMate**

<http://eprocurement.officemate.co.th>

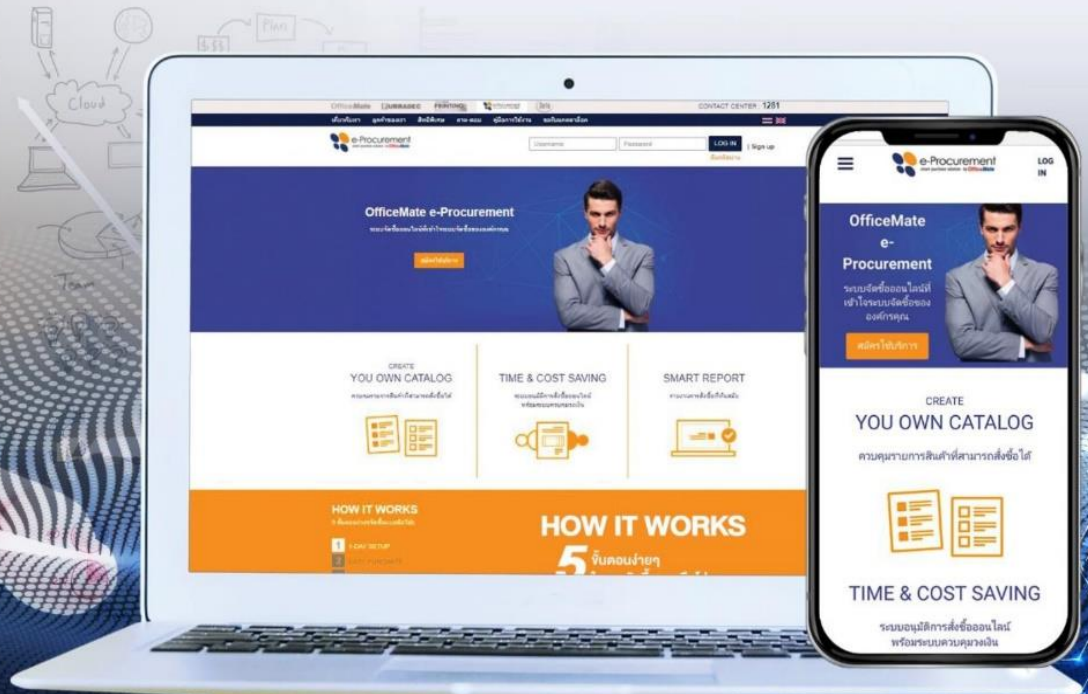
COL Public Company Limited

For more information, please contact

Customer service center **OfficeMate** e-Procurement Tel. **1281**

• e-Mail : eprocurement@officemate.co.th • <http://eprocurement.officemate.co.th>

Brand New!! Ultra modern system



Purchasing **ONLINE** program for individual corporate **OfficeMate e-Procurement**

- 👉 Reduce purchasing process
- 👉 Paperless
- 👉 Reduce purchasing cost
- 👉 all time verifiable and above-board system

For more information, please contact **OfficeMate Contact center 1281**

e-Mail : eprocurement@officemate.co.th <http://eprocurement.officemate.co.th>

OfficeMate e-Procurement

Officemate Public Company Limited is the leader of office supplies, business supplies and furniture for over 19 years. OfficeMate offers more than 20,000 quality products. In addition, we have reliable and on time nationwide delivery service free of charge with every order of 499 Baht or more.

We serve customers through various channels of more than 50 OfficeMate stores, Contact Center 1281, website www.officemate.co.th and online purchasing program “OfficeMate e-Procurement”. OfficeMate have gained trust and become professional partner with more than 150,000 organizations all over Thailand.

OfficeMate e-Procurement program is the online purchasing system developed to support the different demands of small organizations till big organizations as well as organizations with franchises located around Thailand supporting and complying with internal working/operating system. In 2018, the newly improved version of OfficeMate e-Procurement is the highest quality online purchasing system for all sizes and types of organizations.

Superiority of OfficeMate e-Procurement Extreme

- Flexible and adaptable application for every organization.
- Streamline ordering lead time and processes.
- Save cost through efficient procurement process and lower products & services cost.
- Smart Report to monitor and control expenses.
- 24 hours online approval system from anywhere and anytime.
- Fast and precise contact system.
- SMS Alert for approval notification or to inform approved purchase order.
- Multi-device browser: Mobile, Tablet, Desktop
- SMS Alert for approval notification or to inform approved purchase order.
- Multi-device browser: Mobile, Tablet, Desktop

Easy processes to log in for using system

- <http://eprocurement.officemate.co.th>
- Log in by user's e-Mail and password



Sign In

Username

Password

ลืมรหัสผ่าน

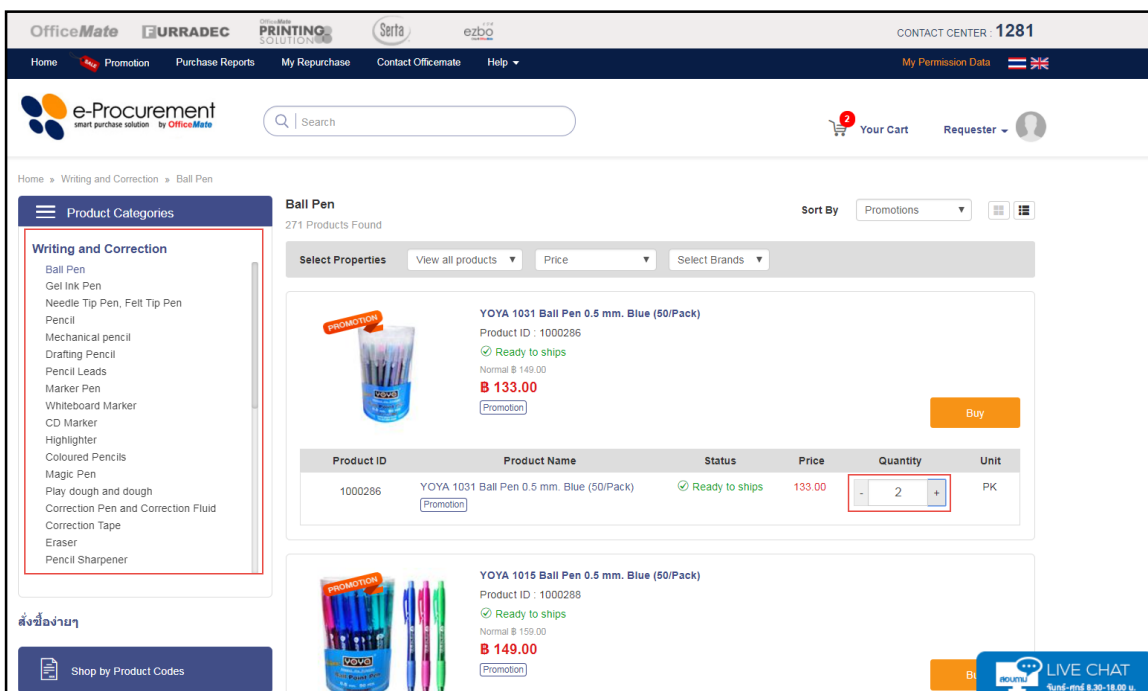
LOG IN

Note: In case forgetting password, click "Forgot Password/ลืมรหัสผ่าน" and fill in registered e-Mail, system will send the link for resetting password to your e-Mail.

When logged in to system, you could purchase by 3 easy steps.

1. Select products

- Select products from categories.
- Specify product amount in amount box.
- Click Buy button

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Home Promotion Purchase Reports My Repurchase Contact Officemate Help

My Permission Data

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Search

Your Cart Requester

Home » Writing and Correction » Ball Pen

Product Categories

Writing and Correction

- Ball Pen
- Gel Ink Pen
- Needle Tip Pen, Felt Tip Pen
- Pencil
- Mechanical pencil
- Drafting Pencil
- Pencil Leads
- Marker Pen
- Whiteboard Marker
- CD Marker
- Highlighter
- Coloured Pencils
- Magic Pen
- Play dough and dough
- Correction Pen and Correction Fluid
- Correction Tape
- Eraser
- Pencil Sharpener

Ball Pen

271 Products Found

Sort By Promotions

Select Properties View all products Price Select Brands

YOYA 1031 Ball Pen 0.5 mm. Blue (50/Pack)

Product ID : 1000286

Ready to ships

Normal B 149.00

B 133.00

Promotion

Buy

| Product ID | Product Name | Status | Price | Quantity | Unit |
|------------|---|----------------|--------|----------|------|
| 1000286 | YOYA 1031 Ball Pen 0.5 mm. Blue (50/Pack) | Ready to ships | 133.00 | 2 | PK |

YOYA 1015 Ball Pen 0.5 mm. Blue (50/Pack)

Product ID : 1000288

Ready to ships

Normal B 159.00

B 149.00

Promotion

Buy

ส่งของมาๆ

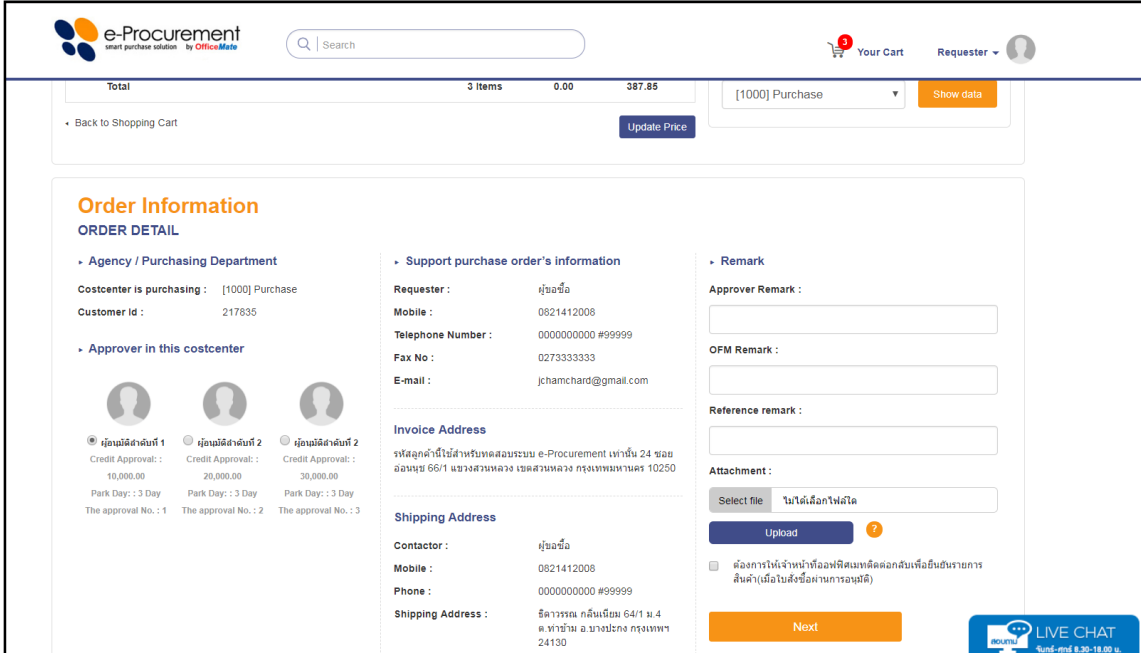
Shop by Product Codes

LIVE CHAT

วัน-คืน 8.30-18.00 u.

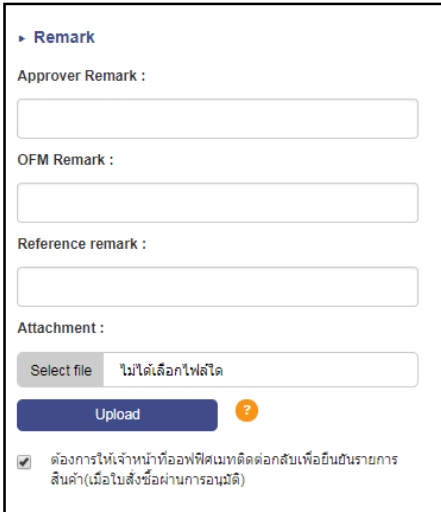
2. Enter your department information

- Once you select the department, information such as delivery address and tax invoice address of your department will be shown



- In this process, you can write messages to approver and to OfficeMate.

Note: Tick ☒ to allow OfficeMate officer contacting you in any cases.



- You also have an option to enter PR/PO number or upload the file if any. You can upload information file (Excel, Word and PDF) up to 2 MB in size.

- Proceed to next step, by clicking **Next** and it will show order details before confirmation.
- You have to verify product list, product amount and department, if all details are correct then click **Submit** to create the purchase order.



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Home
Promotion
Purchase Reports
My Repurchase
Contact OfficeMate
Help
My Permission Data

e-Procurement
search
Your Cart
Requester

Order confirmation

CONFIRM ORDER

| Item | Price (Inc Vat) | Price (Exo Vat) | ราคาไม่รวม (Exo Vat) | Quantity | Discount | Total |
|---|-----------------|-----------------|----------------------|----------------|-------------|---------------|
|  YOYA 1031 Ball Pen 0.5 mm. Blue (50/Pack) Productid : 1000288 Ready to ships Promotion | 133.00 | 124.30 | 124.30 | 2 PK | 0.00 | 248.60 |
|  YOYA 1015 Ball Pen 0.5 mm. Blue (50/Pack) Productid : 1000288 Ready to ships Promotion | 149.00 | 139.25 | 139.25 | 1 PK | 0.00 | 139.25 |
| Subtotal | | | | 3 Piece | 0.00 | 387.85 |

Net price (Not include tax) : 0.00 Baht
Net price (include tax) : 387.85 Baht
Vat 7% : 27.15 Baht
Grand Total : 415.00 Baht

Order Information

ORDER DETAIL

Agency / Purchasing Department

Purchases for organization / [1000] Purchase Department : Customer Id : 217835

Support purchase order's information


Requester : ผู้จัดซื้อ
Mobile : 0821412008
Telephone Number : 0000000000 #99999
Fax No : 0273333333
E-mail : jchamchard@gmail.com

Remark

Approver Remark :
รายการอนุมัติแล้ว
OFM Remark :
แจ้งส่งสินค้าที่คลังสินค้าภายใน 02-xxxx-xxxx
Reference remark :
PR-xxxxxx
Attachment : PR.xlsx
☒ ต้องการรับ SMS แจ้งสถานะของใบสั่งซื้อ

Submit

Approver in this costcenter




ผู้อนุมัติค่าสินค้า 1

Credit Approval : 10,000.00

Park Day : 3 Day

The approval No. : 1




ผู้อนุมัติค่าสินค้า 2

Credit Approval : 20,000.00

Park Day : 3 Day

The approval No. : 2



ผู้อนุมัติค่าสินค้า 2

Credit Approval : 30,000.00

Park Day : 3 Day


The approval No. : 3

Invoice Address

รหัสลูกค้าที่ใช้สำหรับขอส่งระบบ e-Procurement เท่ากับ 24 ของเลขบัญชี 66/1 และขอส่งข้อมูล เลขที่ระบบของ การเงินการคลัง 10250

Shipping Address

Contactor : ผู้จัดซื้อ
Mobile : 0821412008
Phone : 0000000000 #99999
Shipping Address : สำนักงาน คลังสินค้า 64/1 บ. 4 ต.ท่าช้าง อ.บางบาล จ.พระนครศรีอยุธยา 24130
Remark :



LIVE CHAT
วันและเวลา 8.30-18.00 น.


3. Waiting for approval

- The system will show purchase order details and send to specified approvers for approval.
- In case you have authorization to order without approval or the order is within your approval authorization, the purchase order will be sent to OfficeMate automatically for order processing. And we will deliver the products to you according to lead time of those products.

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Home
Promotion
Purchase Reports
My Repurchase
Contact OfficeMate
Help

My Permission Data



Your Cart
Requester

Purchase order completed

ORDER COMPLETE

Procedures Performed


OrderId : DEMOSITE-180600004

OrderDate : 20-06-2018 14:52

Order Status : Waiting for Approve

View profile document

Pending approval : Approve Level 1




Approve Level 1

Credit Approval : 10,000.00

Park Day : 3 Day

The approval No. : 1



Approve Level 2

Credit Approval : 20,000.00

Park Day : 3 Day

The approval No. : 2



Summary order

OrderId : DEMOSITE-180600004
Customer Id : 217835
Contactor : ผู้ซื้อ
Phone : 0000000000 #99999
Fax No : 0273333333
Urlid : jchamchard@gmail.com
Invoice Address : บริษัทผู้ซื้อไม่ระบุรายละเอียด
e-Procurement เท่านั้น 24 ชม.
ส่วนที่ 66/1 และส่วนที่ 66/2 เขต
สวนหลวง กรุงเทพมหานคร 10250

CompanyId : DEMOSITE
Company Name : Testing ByOrder Company
Department : [PUR] Purchasing
CostCenter Name : [1000]Purchase
OrderDate : 20-06-2018 14:52
Shipping Address : ซอยเจริญ ถนนเจริญ 64/1 น.4
อ.ท่าช้าง อ.บางมด กรุงเทพมหานคร
10130 กรุงเทพมหานคร

Remark
Approver Remark :
รายการอนุมัติแล้ว
OFM Remark :
แจ้งส่งเอกสารข้อมูลสินค้าไปยังคลัง 02-xxxx-xxxx
Reference remark :
PR-xxxx-xxxx
Attachment : PR.xlsx

Items purchased


| Item | Price (Inc Vat) | Price (Exc Vat) | รายการรวม (Exc Vat) | Quantity | Discount | Total |
|---|-----------------|-----------------|---------------------|----------------|-------------|---------------|
|  YOYA 1031 Ball Pen 0.5 mm. Blue (50/Pack) Product ID : 1000288 | 133.00 | 124.30 | 124.30 | 2 PK | 0.00 | 248.60 |
|  YOYA 1015 Ball Pen 0.5 mm. Blue (50/Pack) Product ID : 1000288 | 149.00 | 139.25 | 139.25 | 1 PK | 0.00 | 139.25 |
| Total | | | | 3 Items | 0.00 | 387.85 |

Net Total/VAT Exempt Items 0.00 Baht
Net Total (Exclusive VAT) 387.85 Baht
Vat 7 % 27.15 Baht
Grand Total 415.00 Baht

Process details


| DATE/TIME | PROCESS | DETAIL |
|------------------|-------------------|--|
| 20-06-2018 14:52 | Wait For Approved | รายการที่ส่งมาจากผู้ซื้อแล้ว Approve Level 1 |

* สำหรับกรุงเทพมหานคร และเขตพิเศษจะใช้เวลาในการดำเนินการ 1 วันทำการ และสำหรับจังหวัดอื่นจะใช้เวลาในการดำเนินการ 3-5 วันทำการ


LIVE CHAT
 ติดต่อ โทร. 0-261-18.00 น.

Approvers can approve purchase orders in 2 routes.

- First route, approver opens purchase order e-Mail in mailbox, then click [Click here to approve page](#) to access to approval steps.



e-Procurement
smart purchase solution by OfficeMate

Dear Duangnapa Pawale55

Khun ดวงนภา ปะวะเล55 sent you an order no. **DEMOSITE-180600007** for approval, please approve with in 5 business days otherwise the order will be forwarded to the next level approver or will be automatic expired.

Order ID:DEMOSITE-180600007

| | |
|-------------------------------------|---|
| Requester Name: ดวงนภา ปะวะเล55 | Company ID: DEMOSITE |
| User ID: duangnapa@officemate.co.th | Company Name: Testing ByOrder Company |
| Phone number: 0200000000 #87895 | Department: [ITD] ITD |
| Mobile number: 0874445585 | Cost Center: [SQA] Software quality assurance |
| Fax No : 0278977777 | Order Date: 22/06/2018 08:57 |
| | Customer ID: 217835 |

Invoice Address: รหัสลูกค้านี้ใช้สำหรับทดสอบระบบ e-Procurement เท่านั้น Shipping Address: NAM TEST
 24 ซอยอ่อนนุช 66/1 ทดสอบการเพิ่มข้อมูลในระบบตะ
 แขวงสวนหลวง เขตสวนหลวง
 กรุงเทพมหานคร 10250 กรุงเทพฯ 10250

Contact Name: ดวงนภา ปะวะเล55
 Mobile number: 0874445585
 Phone number: 0200000000

Order Detail

| Product ID | Product Name | Price (Inc Vat) | Price (Exc Vat) | ราคาหัก ส่วนลด (Exc Vat) | Amount | Discount | Total (Exc Vat) |
|------------|--------------------------------------|-----------------|-----------------|--------------------------|---------|----------|-----------------|
| 3000927 | Nuvo 555 Cloth Tape 24mm.x8yd. Black | 25.00 | 23.36 | 23.36 | 1 RO | 0.00 | 23.36 |
| 0000779 | Work AL-Z 12(SING) Mop+Refill12" | 260.00 | 242.99 | 235.70 | 1 EA | 7.29 | 235.70 |
| Total | | | | | 2 Items | 7.29 | 259.06 |

Net Total-VAT Exempt Items 0.00 Baht
 Net Total (Exclusive VAT) 259.06 Baht
 Vat 7 % 18.13 Baht
 Grand Total **277.19** Baht

Other Remark
 Note to Approver: Test System
 Note to OfficeMate: Test System
 Document Attach File: -
 Reference remark : Test System
 *ต้องการให้เจ้าหน้าที่ออฟฟิศมาทดสอบต่อกลับเพื่อยืนยันรายการสินค้า(เมื่อใบสั่งซื้อผ่านการอนุมัติ)

[Click here to approve page](#)

mail reference: 01(Waiting For Approve)
 COL Public Company Limited 24 Soi on-nuch 66/1 Suanluang, Bangkok 10250
 OfficeMate Contact Center : 1281 online ext 2, Fax: 02-763-5555, e-Mail : eprocmat@officemate.co.th
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After that, the system will show ordered product list. Approver clicks button

Approve

to approve.

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Home
Promotion
Purchase Reports
My Repurchase
Contact OfficeMate
Help

My Permission Data

e-Procurement
smart purchase solution by OfficeMate
Search
Your Cart
Approve Level 1

Purchase order completed

ORDER COMPLETE

Procedures Performed

OrderId : DEMOSITE-180600005
OrderDate : 20-06-2018 15:25
Order Status : Waiting for Approve
View profile document
Pending approval : Approve Level 1

Approve Level 1
Credit Approval : 5,000.00
Park Day : 3 Day
The approval No. : 1

Approve Level 2
Credit Approval : 10,000.00
Park Day : 3 Day
The approval No. : 2

Summary order

OrderId : DEMOSITE-180600005
Customer Id : 217835
Contact : ชุมชน
Phone : 0000000000 #99999
Fax No : 0273333333
Userid : jchamcharo@gmail.com
Invoice Address : บริษัทเอกชน จำกัด
e-Procurement เท่านั้น 24 ชม
ถนนสุขุมวิท 66/1 แขวงคลองเตย เขต
คลองเตย กรุงเทพมหานคร 10250

CompanyId : DEMOSITE
Company Name : Testing ByOrder Company
Department : [ITD] ITD
CostCenter Name : [SQA]Software quality assurance
OrderDate : 20-06-2018 15:25
Shipping Address : NAM TEST ทดสอบการเชื่อมต่อ
ในระบบ กรุงเทพมหานคร 10250 กรุงเทพมหานคร

Remark
Approver Remark :
OFM Remark :
Reference remark :
Attachment : -

[Print](#)

Items purchased

| Item | Price (Inc-Vat) | Price (Exc-Vat) | รายการส่วนลด (Exc-Vat) | Quantity | Discount | Total |
|---|-----------------|-----------------|------------------------|----------------|-------------|---------------|
| YOYA 1031 Ball Pen 0.5 mm. Blue (50/Pack) Product ID : 1000286 | 133.00 | 124.30 | 124.30 | 2 PK | 0.00 | 248.60 |
| YOYA 1015 Ball Pen 0.5 mm. Blue (50/Pack) Product ID : 1000288 | 149.00 | 139.25 | 139.25 | 1 PK | 0.00 | 139.25 |
| Total | | | | 3 Items | 0.00 | 387.85 |

[Edit Order](#)

Process details


| DATE/TIME | PROCESS | DETAIL |
|------------------|-------------------|---|
| 20-06-2018 15:25 | Wait For Approved | ผลการพิจารณาจากผู้อนุมัติ คือ Approve Level 1 |

* สำหรับกรุงเทพมหานคร และเขตปริมณฑลจะใช้เวลาภายใน 1 วันทำการ และสำหรับจังหวัดอื่นจะใช้เวลาภายใน 3-5 วันทำการ

พิจารณาการสั่งซื้อ

Approve
Delete
Revise

LIVE CHAT


Approval window will be shown for confirming the password, then click to  finish the approval.

Confirm your identity for security information

Password:


Remark


*Notify of Purchase Request






- Second route, approver can log in on website <http://eprocurement.officemate.co.th> and click to view purchase orders pending approval.

| |
|--------------------|
| Orders Approved |
| 43 |
| List |




 Your Cart

Approve Level 1
 

 Factory and Maintenance
  Paper

สิ่งที่น่าสนใจ


 วิดีโอสาขาศึกษาการสั่งซื้อ

Orders





On Progress Order Report

| Orders On Process | Orders Approved |
|-------------------|-----------------|
| 0 List | 43 List |


Search my order



Overview

| | | | |
|--|--|---|--|
| รอคอยอนุมัติ | อนุมัติแล้ว | จัดส่งสินค้า | ยกเลิกการสั่งซื้อ |
|  Waiting for Approve 43 |  Partial Approved 0 |  Waiting for Admin Allow 0 |  Revise 0 |

Exclusive Provide To




Admin News

Information not found

Officemate News

ติดต่อ-สอบถามข้อมูล หรือ ปรึกษาปัญหา
การดำเนินงานได้ที่ 02-739-5555 กด 2 แล้ว กด 3

ติดต่อ-สอบถามนี้... [read more](#)

 LIVE CHAT

9.30-18.00 น.

- Afterwards, approver can select purchase order number to proceed to order details. At order details page, approver can approve orders following first route steps.

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Home

Promotion

Purchase Reports

Contact OfficeMate

Help

My Permission Data

e-Procurement

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Your Cart

Approve Level 1

ใบสั่งซื้อสินค้าออนไลน์สำหรับการ

ใบสั่งซื้อโครงการออนไลน์

Show 10 entries

Search

| Orderid | OrderDate | Order Status | Companyid | CostCenterid | Quantity | Total Amount (Inc Vat) |
|--------------------|------------------|---------------------|-----------|----------------------------------|----------|------------------------|
| DEMOSITE-180200018 | 27-02-2018 10:13 | Waiting for Approve | DEMOSITE | [SQA] Software quality assurance | 2 | 7,980.00 |
| DEMOSITE-180300001 | 02-03-2018 10:22 | Waiting for Approve | DEMOSITE | [SQA] Software quality assurance | 5 | 675.01 |
| DEMOSITE-180300004 | 09-03-2018 10:17 | Waiting for Approve | DEMOSITE | [SQA] Software quality assurance | 5 | 1,104.99 |
| DEMOSITE-180300006 | 09-03-2018 14:51 | Waiting for Approve | DEMOSITE | [SQA] Software quality assurance | 10 | 1,220.01 |
| DEMOSITE-180300010 | 19-03-2018 11:09 | Waiting for Approve | DEMOSITE | [SQA] Software quality assurance | 15 | 1,660.00 |
| DEMOSITE-180300011 | 19-03-2018 11:15 | Waiting for Approve | DEMOSITE | [SQA] Software quality assurance | 3 | 698.10 |
| DEMOSITE-180300012 | 19-03-2018 11:19 | Waiting for Approve | DEMOSITE | [SQA] Software quality assurance | 2 | 580.00 |
| DEMOSITE-180300013 | 19-03-2018 11:33 | Waiting for Approve | DEMOSITE | [SQA] Software quality assurance | 2 | 134.01 |
| DEMOSITE-180300014 | 19-03-2018 14:24 | Waiting for Approve | DEMOSITE | [SQA] Software quality assurance | 1 | 252.20 |
| DEMOSITE-180400003 | 11-04-2018 11:29 | Waiting for Approve | DEMOSITE | [SQA] Software quality assurance | 1 | 252.20 |

Showing 1 to 10 of 43 entries

Prev

1

2

3

4

5

Next

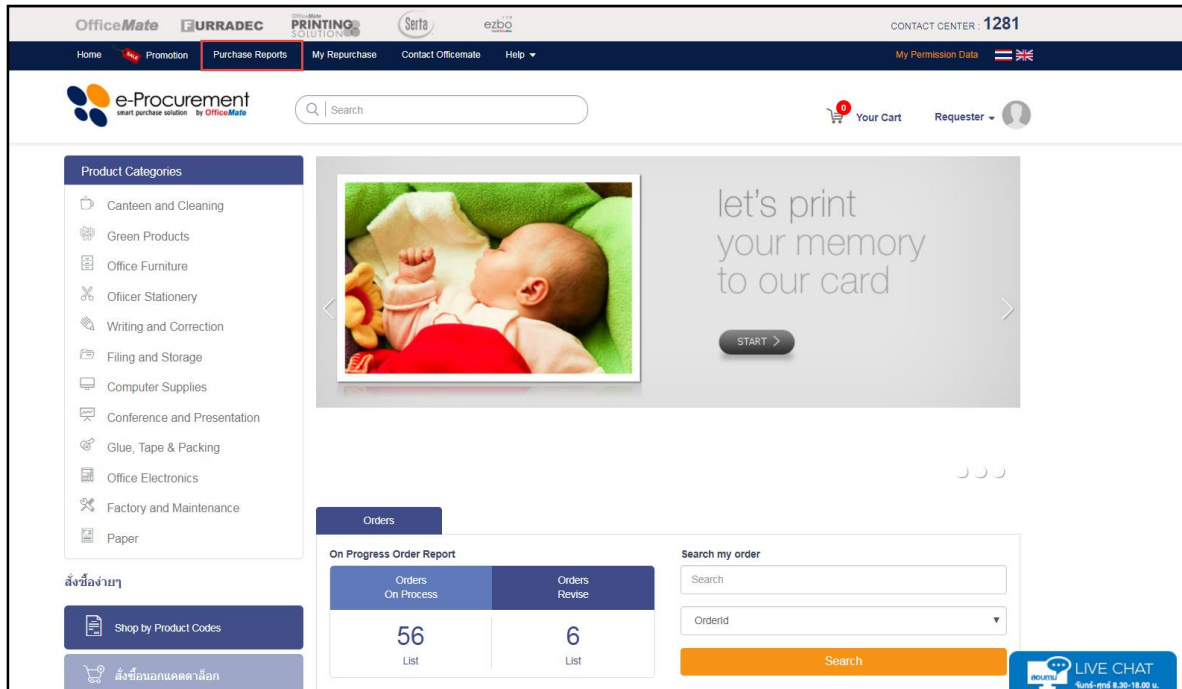
LIVE CHAT

8am - 6pm (Mon - Fri)

Purchase order report

You can verify purchase order list by logging into the system and click

Purchase Reports



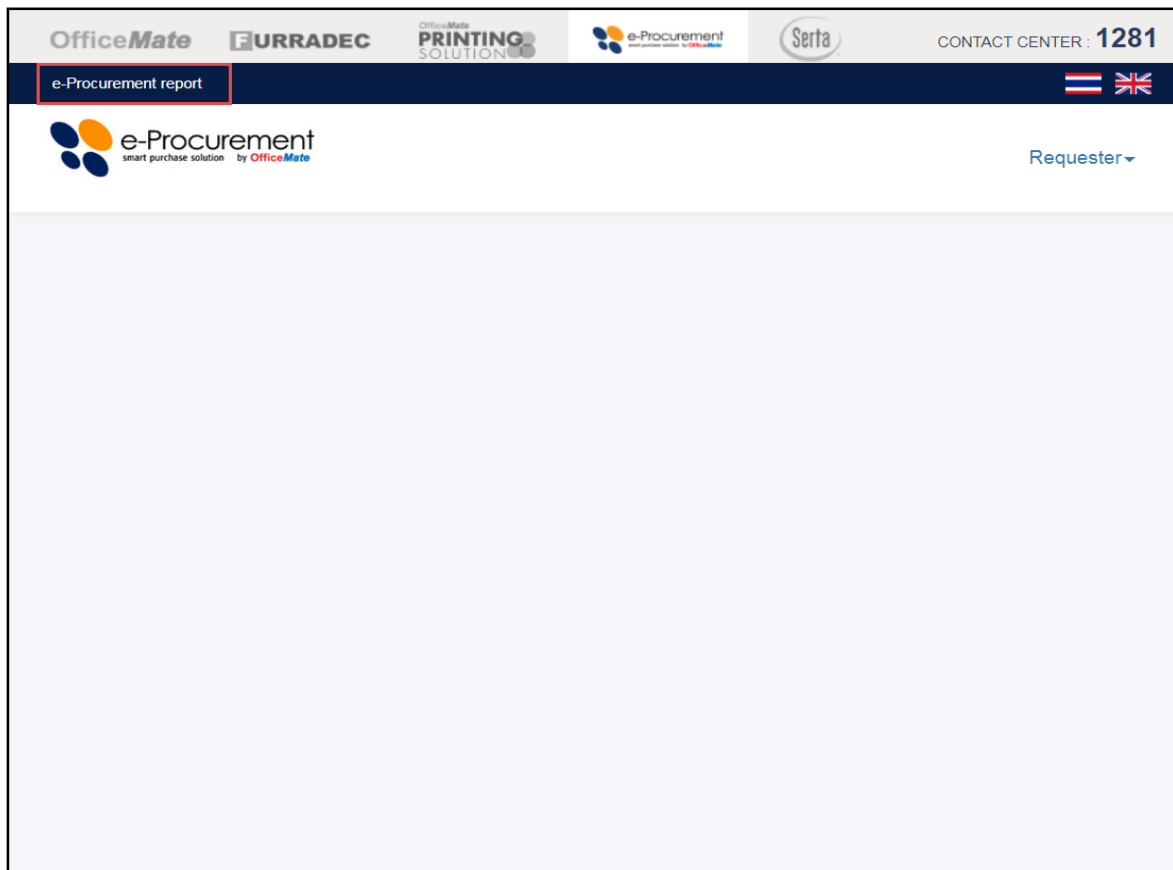
The screenshot shows the e-Procurement system interface. The top navigation bar includes links for Home, Promotion, Purchase Reports (highlighted), My Repurchase, Contact OfficeMate, and Help. The main content area features a sidebar with Product Categories, a central banner for printing memory cards, and a section for Orders. The Orders section displays a table with the following data:

| On Progress Order Report | |
|--------------------------|---------------|
| Orders On Process | Orders Revise |
| 56 | 6 |
| List | List |

Below the table, there is a search bar and a dropdown menu for OrderId. A LIVE CHAT button is visible in the bottom right corner.

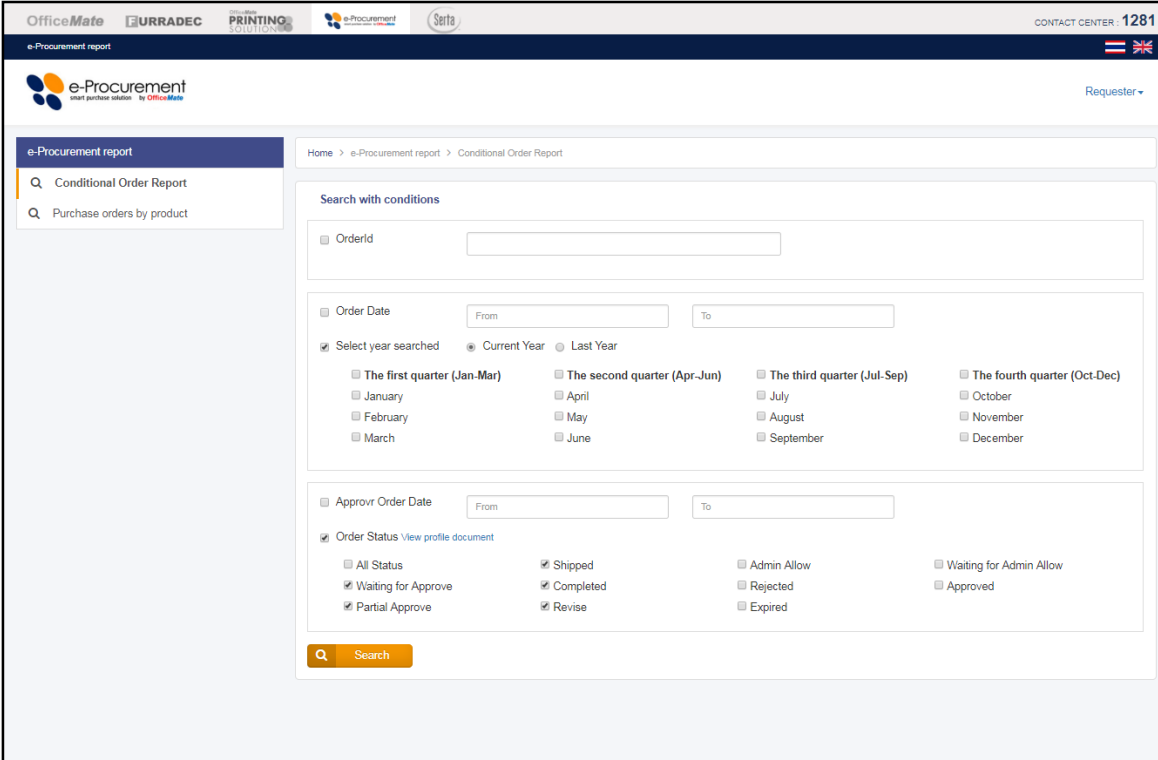
Afterword, the system will link to website <https://smartservice.officemate.co.th> then click

e-Procurement report



The screenshot shows the e-Procurement system interface with the e-Procurement report section highlighted in the top navigation bar. The main content area is mostly blank, with the e-Procurement logo and the text "Requester" visible at the top.

Select from menu “Conditional Order Report” or “Purchase Order By Product”



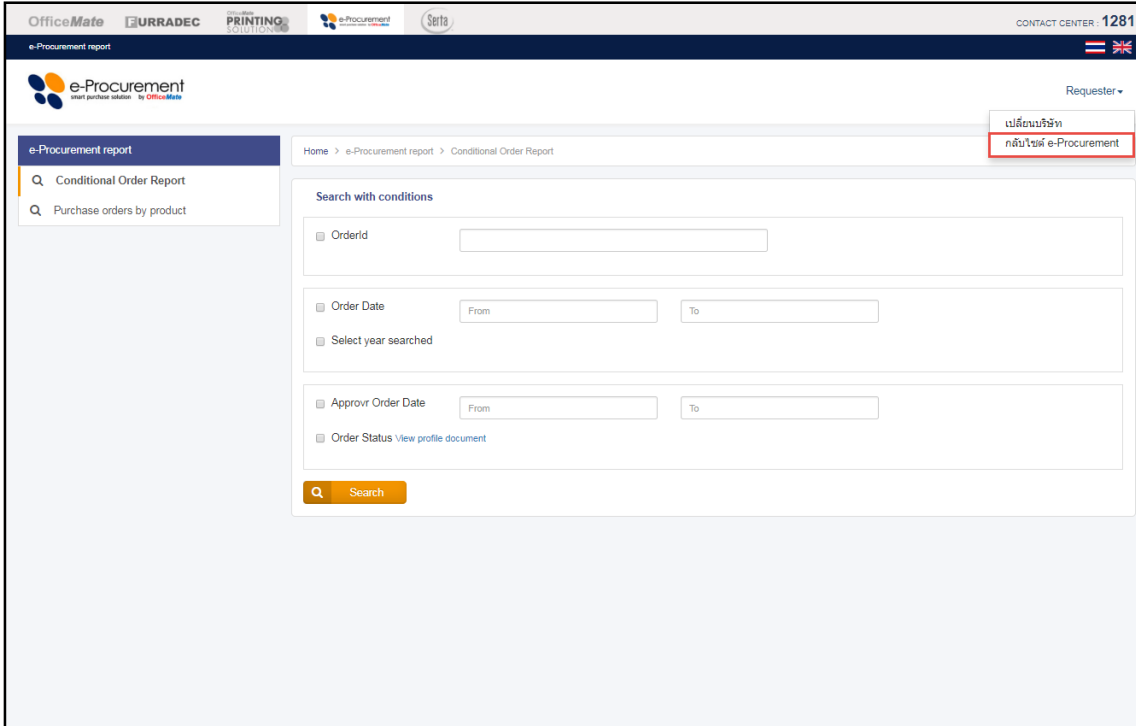
The screenshot shows the 'e-Procurement report' interface. The top navigation bar includes logos for OfficeMate, URADEC, PRINTING SOLUTIONS, e-Procurement, and Serta, along with a contact center number 1281. The left sidebar shows the 'e-Procurement report' menu with options for 'Conditional Order Report' and 'Purchase orders by product'. The main content area is titled 'Conditional Order Report' and contains a 'Search with conditions' section. This section includes several search criteria: 'Orderid' (a text input field), 'Order Date' (with 'From' and 'To' date pickers), 'Select year searched' (radio buttons for 'Current Year' and 'Last Year'), and 'Order Status' (a dropdown menu with a 'View profile document' link). Below these are multiple checkboxes for various statuses: 'The first quarter (Jan-Mar)' (January, February, March), 'The second quarter (Apr-Jun)' (April, May, June), 'The third quarter (Jul-Sep)' (July, August, September), 'The fourth quarter (Oct-Dec)' (October, November, December), 'All Status', 'Shipped', 'Admin Allow', 'Waiting for Admin Allow', 'Waiting for Approve', 'Completed', 'Rejected', 'Approved', 'Partial Approve', 'Revise', and 'Expired'. A 'Search' button is located at the bottom of the search conditions section.

You can view purchase orders in 2 ways:

1. “Conditional Order Report” is to search purchase order(s) according to specific conditions such as by order number, by order date, by approval date, or by order status.
2. “Purchase Order By Product” is to view purchase orders by type of product. You can view by category or product ID.

When you want to go back to website <http://eprocurement.officemate.co.th> for new order, just click

กลับเว็บไซต์ e-Procurement



OfficeMate URADEC PRINTING SOLUTIONS e-Procurement Serta

CONTACT CENTER: 1281

e-Procurement report

Requester ▼

เปลี่ยนบริษัท
กลับเว็บไซต์ e-Procurement

Home > e-Procurement report > Conditional Order Report

e-Procurement report

- Conditional Order Report
- Purchase orders by product

Search with conditions

☐ OrderId

☐ Order Date From To

☐ Select year searched

☐ Approv Order Date From To

☐ Order Status [View profile document](#)

Search

Delivery

Once your orders approved, confirmation email will be sent to you.

Officemate will then process your orders to be delivered within the next working day for Bangkok and Metropolitan, and within 3-5 working days for UPC; except special products/orders which will be delivered within lead time specified on the catalog site.

Please check products quantity and quality after receiving. Any damage or defects please contact our customer service **1281**.



FAQ

● How is the process of creating a purchase order?

After users logged into OfficeMate e-Procurement, you can select products from categories on the left side then fill in the products amount. After that, you need to click “Buy” and “Check Out”. Once you select the department, the address of tax invoice and delivery address will be shown. Next step, you should click “Submit” to confirm the purchase orders. Last step is just wait for the approval. For more details, click [Help > Introduction](#) or download guidebook from [Help > Download](#)

● How can I know which process the purchase order is on?

After purchase orders were approved, the system will send you e-mail or you can acknowledge by overview of orders on the home page. For more information, you can contact OfficeMate e-Procurement team 1281.

● If I have the questions about OfficeMate e-Procurement, how can I contact them?

If you have the question about products or using the system, you can contact our customer service 1281 or Live Chat (lower right side on webpage OfficeMate e-Procurement) for more information.

● In case I’m approver, how many ways can I approve the purchase orders?

First way, you can approve by email which was sent to you from the system. You should click on link “Click here to approve page” then the purchase order will pop up for considering to approve.

Second way, you can approve through website OfficeMate e-Procurement. You should log in with user name (email address) and password. The approval process, you should fill in password for confirmation. Afterwards, the system will pop up the confirm message and send email to the requestor orders.

FAQ

- How can I view the history of purchase order to analyze?

You can click "Purchase Reports" to view the history of purchasing by status or click "search" button, all purchase order will be shown with the date created, status and total billing.

- What is the ordering from the old purchase order?

It is the ordering that you can select products from the last 10 purchase orders without finding from each categories. This method will help you to select products from many purchase orders in a time and to reduce time on purchasing processes.

- How can I do if I forgot password for logging in?

You can click "Forgot Password/ลืมรหัสผ่าน" on the first page of OfficeMate e-Procurement login then fill in email address on window showed. The link will be emailed to change the password.



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



499 BAHT

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For more information, Please contact **OfficeMate** Contact Center : **1281**

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