

Innovative Office Supply Online ordering

Overview

Innovative Office Solutions (IN) holds the contract for office supplies for the State of Minnesota and is DHS's first choice for their office supply needs. An online catalog with over 8000 items is available for browsing and all supply purchases may be ordered directly online using Innovative's secured website.

Before ordering, however, employees need to ensure there is a current blanket purchase order in place and the encumbrance is sufficient to allow the purchase.

New user setup

Matt Dayton at 651-431-6060 can assist you in setting up a login and password and help you get started.

Before ordering, check your profile. Your profile must contain the customer name, correct mailing address purchase order and FinDept, and phone number. This will ensure orders are delivered to the correct address and billed to the correct purchase order.

Due to a state audit finding, individual orders must be approved by a second person. This is separate from the EIOR blanket approval process. The approver is sent an email with a link to view the order. Once they approve it, the order process is completed.

EIOR and Purchase order setup

An annual EIOR is required for each business unit. If needed, blanket orders can be increased, but try to estimate your office supply needs for the entire fiscal year. If the Innovative Office Solutions (IN) blanket purchase order runs low, a new EIOR requesting an increase will be required and the increased purchase order must be in hand before placing more orders. To create your EIOR, use the Office Supply template found under the COPY tab. Innovative Add and Delete form must be attached to the EIOR.

Online Office Supply Ordering Account Information Form

The home page (before you enter your password) contains additional office supply ordering information along with an [instructional manual](#) (PDF).

[View Innovative website >](#)

View only access

To locate items available, it is best to use the online catalog. The online catalog is updated regularly. The paper catalog is updated annually. This login has view only access. You can [view the catalog](#) with the following login and password.

Login: essentials

Password: browse

For assistance in locating a product, contact this IN representative:

Name: Jeanne Thompson, Customer service

Phone: (952) 808-9900, ext. 201

Minimum orders

Although IN does not require a minimum order employees are encouraged to combine orders as much as possible. Ordering small quantities costs staff time (order processing, dock time, inside delivery, invoice approval and payment processing, etc.) and transportation fees.

For more information on the [Innovative Invoice and Return Procedure](#).

For more information on [Specific Product Detail](#) or on [Restricted Items](#).