



SHOPPING SMART

1. WHY YOU CAN'T SIMPLY PURCHASE WHAT YOU'VE ALWAYS PURCHASED

- ☐ Product assortment has changed due to new catalog year and merger of OfficeMax & Office Depot.
- ☐ Better value products have been identified and replaced on the core list.
- ☐ Every item won't be cheaper, use general search options to look for items and **sort by Best Value & Price** to find most cost effective options
- ☐ This is a new agreement with distinctly different pricing methods for items not on core list. The new methodology will lead to better value overall, but new product options should be explored when a new price appears significantly higher than before.

2. HOW TO FIND THE ITEMS WITH THE BEST PRICES

- ☐ Use the shopping list to find the most cost effective & common items quickly.
- ☐ Use general searches, then sort by price or **BEST VALUE**. Do not simply look for the exact item # you used to purchase.
- ☐ There are 75,000 items available on the web. We have preferred pricing on approx. 10,000 of those items (this hasn't changed from our previous agreement with OfficeMax). Sort by Best Value and Price to find the items that will deliver the most value for our organization.
- ☐ If an item is much more expensive, search for an item with similar form, fit & function that is on the Best Value list or has a lower price.

3. COMMON COST EFFECTIVE PRODUCTS

Item	ODP Sku	Item	New Sku
Copy Paper	196517	Tape	575341
Legal Pad	305466	Manilla File Folders	810838
Removable Note	420994	Hanging File Folder	810994
Med Binder Clips	561339	1" Binder	396291
Stapler	275714	Black Stick Pens	181578
Stapling Supplies	432255	Highlighter	874510
Canned Air	911220	Sharpie	203349

4. BOTTOM LINE : WE ARE SAVING

- ☐ A full analysis of every item that was purchased previously was reviewed and the new program provides total overall savings for our company.
- ☐ Those savings will be further maximized by purchasing from the **Best Value** list as much as possible. There are more than 1700 items on the best value list, which should cover most of what is needed.

Our ongoing purchases will be monitored. Items that are highly utilized by our organization and not part of the Best Value list will be evaluated for adding to Best Value list. Additionally, cost savings alternatives are recommended on a quarterly basis.