

Welcome to our 1st Edition!

Office Depot, an eProcurement supplier, has partnered with Procurement Services to put together a quarterly newsletter with the latest tips, news, important events and information to keep you in the loop.



Making Greener Choices

Below is a chart showing the University's purchases of paper containing recycled content over the last three years. We hope this chart is helpful to you in your efforts to comply with recent government initiatives aimed at protecting our environment by making greener choices.

Recycled Content	# of Reams Ordered by Fiscal Year					
	Fiscal 2008	%	Fiscal 2009	%	Fiscal 2010	%
100%	8,103	4%	7,194	3%	87,481	44%
30-50%	104,561	46%	105,586	46%	44,929	23%
0%	114,632	50%	117,254	51%	66,924	34%
Total # of Reams	227,296	100%	230,034	100%	199,334	100%

Office Depot Named America's Greenest Large Retailer

In November 2010, Office Depot was recognized by *Newsweek* as America's greenest large retailer. In the magazine's annual green ranking survey, Office Depot was also ranked as the 18th greenest company in the U.S., due to its industry-leading scores in Environmental Impact, Key Impacts, Disclosure, Image vs. Reality, Green Policies, and Reputation Survey.

For more information about Office Depot's environmental initiatives, please visit:

<http://www.officedepot.com/environment>

UW is the First University on West Coast to Receive Office Depot Deliveries in Paper Bags!

UW was a test pilot for this innovative and eco-conscious program. Since March 2010, the majority of the campus has been receiving their Office Depot orders in brown paper bags rather than corrugated boxes. Paper bag deliveries help the University reduce its footprint in areas where the production and use of boxes can impact the environment:

- ◆ The amount of wood used
- ◆ The amount of net energy used
- ◆ The amount of greenhouse gases produced
- ◆ The amount of wastewater
- ◆ The amount of solid waste



Consolidating Orders Saves Money.... and the Environment!

It costs you time and money each time you place an order. Try consolidating your orders and placing them just once a week. Fewer deliveries means less carbon emissions and less packaging used for each order. By consolidating your orders, you also have a better chance of reaching your Office Depot volume discount!

Orders between \$251 to \$450.99 get a 1% discount
 Orders between \$451 to \$999.99 get a 2% discount
 Orders at \$1,000 & above get a 3% discount



If you have any questions or suggestions on our newsletter, please feel free to contact us:

Scott Komine, UW's Office Depot Service Consultant, 206-685-3556 or scott.komine@officedepot.com

Cindy Tsuei, UW's Office Depot Account Manager, 253-872-1711 or cindy.tsuei@officedepot.com

David Wright, Director of Communications Procurement Services, 206-616-7076 or djwright@u.washington.edu

Claudia Christensen, Procurement Manager Procurement Services, 206-543-4156 or claudiac@u.washington.edu